

CHATTOOGA COUNTY
BOARD OF TAX ASSESSORS

Chattooga County
Board of Tax Assessors
Meeting of December 18, 2013

Attending: William M. Barker - Present
Hugh T. Bohanon Sr. – Present
Gwyn W. Crabtree – Present
Richard L. Richter - Present
Doug L. Wilson – Present

Meeting called to order @ 9:09 a.m.

- A. Leonard Barrett, Chief Appraiser – present
- B. Nancy Edgeman, Secretary – Present

APPOINTMENTS: None

OLD BUSINESS:

I. BOA Minutes:

- a. Meeting Minutes December 11, 2013
The Board of Assessor's reviewed, approved and signed.

II. BOA/Employee:

- a. Time sheets
The Board of Assessor's reviewed, approved, and signed
- b. Email: Letter for Commissioner, Ad approval for open position.
The Board of Assessor's acknowledged

- III. BOE Report:** Roger to forward via email an updated report for Board's review. Please see attached Boeq report.

The Board of Assessors acknowledged that email was received

- a. **Total 2012 Certified to the Board of Equalization – 26**
 - Cases Settled – 24
 - Hearings Scheduled – 2
 - Pending cases – 2
- b. **Total 2013 Certified to the Board of Equalization – 9**
 - Cases Settled – 8
 - Hearings Scheduled – 1
 - Pending cases – 1
- c. **Total TAVT Certified to the Board of Equalization – 3**
 - Cases Settled – 3
 - Hearings Scheduled – 0
 - Pending cases – 0

The Board acknowledged there are 3 hearings scheduled at this time.

- IV. Time Line:** Leonard Barrett, chief appraiser to discuss updates with the Board.

NEW BUSINESS:

- V. Appeals:**
a. **2012 Appeals taken: 183**

2013 Appeals taken: 216
Total appeals reviewed Board:
62

Total appeals reviewed Board: 113
 Leonard Reviewing: 14
 Pending appeals: 70
 Closed: 90

Appeal count through 12/03/2013

Weekly updates and daily status kept for the 2012 and 2013 appeal log: Nancy Edgeman - There are currently 14 of the 2012 and 16 of the 2013 pending appeals in Leonard's file to be reviewed - **The Board acknowledged**

VI. Returns Notices:

a. The Business Personal Property Returns are due to be mailed out in January. Last year John Berry with Governmental Systems printed and mailed these returns for us. I talked with John last week and his fee is the same as it was last year. He will print and mail for \$1.00 per return and there is a yearly set up fee of \$50.00. We have a total of 660 accounts:

Commercial accounts:	502	
Boats	96	
Air Craft	6	
Industrial	56	(35 of these are inventory in holding at Mt. Vernon.

This number may be higher or lower depending on how many accounts Mt. Vernon has for 2014). The total amount for printing and mailing will be approximately \$710.00 depending on Mt. Vernon's accounts.

We have also been contacted by Clair Schaler, Sales Consultant with The Master's Touch with a proposal for mailing these returns (see attached). They are proposing .68 cents to print the returns and .27 cents to fold; stuff and mail (.95 cents per return) and they do not charge a set up fee. The Master's Touch will be approximately \$33.00 less than Governmental Systems.

I am asking the Board to review this information and make a determination as to which company to use to print our business Personal Property Returns.

Cindy Finster

Motion to stay with Governmental Systems

Motion: Mr. Bohannon

Second: Mr. Richter

Vote: All

VII. INVOICES: NADA Older RV guide Account # 756857 Amount \$90.00, Corporate Warehouse Supply RICOH AFICIO mpc-2551 toner Invoice # 24447 Amounts \$459.80.

The Board of Assessor's reviewed, approved, and signed

VIII. ADDITIONAL:

- Public Utility notices - **Mr. Barker, Chairman acknowledged and signed**
- Requisition for Stamps - **The BOA approved and signed for stamps.**

Mr. Barrett discussed information requested from the Town of Trion, Audit services offered by Mr. Traylor, appreciates the BOA's discussion of the budget and pay scales, discussed job descriptions, and thank Mrs. Crabtree for the blinds.

Mrs. Crabtree inquired if the Newspaper Ad would be in the paper for this week. Mrs. Edgeman responded that it would be in this week's paper. The BOA inquired about the summary of the splits and transfers. Mr. Barrett explained that he and Mr. Ledford are preparing the summary.

Mr. Wilson explained that while he and Mr. Bohannon were visiting the Commissioner's office on Monday Mrs. Scruggs informed them that County part time employees are subject to 28 hours per week. Mr. Wilson gave handouts pertaining to pay scales and salaries for 2014. Mr. Bohannon also gave a summary dated 11/26/2014 of salaries and steps for level of training. The board adopted and approved employee salaries according to the 2014 County budget.

Motion to except employee's salaries:

Motion: Mr. Bohannon

Second: Mr. Wilson

Vote: All

Meeting Adjourned: 9:49 am

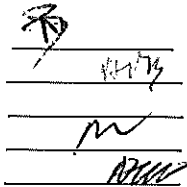
William M. Barker, Chairman

Hugh T. Bohanon Sr.

Gwyn W. Crabtree

Richard L. Richter

Doug L. Wilson

Handwritten signatures on four horizontal lines. The first line has a signature that appears to be 'W.M. Barker'. The second line has a signature that appears to be 'H.T. Bohanon Sr.'. The third line has a signature that appears to be 'G.W. Crabtree'. The fourth line has a signature that appears to be 'R.L. Richter'.