



TALBOT COUNTY

Board of Tax Assessors

Ronnie M. Hendricks, Chairman
Daniel B. Coffee, Vice-Chair
Leticia A. Cook, Member
Lauren A. Harbin, Secretary

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Board of Assessors Meeting Minutes November 17, 2015

1. MEETING CALLED TO ORDER BY THE BOARD OF TAX ASSESSORS

The meeting was called to order by Chairman Ronnie M. Hendricks at 4:35 at the Tax Annex. A quorum was present including the following: Ronnie M. Hendricks, Daniel B. Coffee, Leticia A. Cook and Lauren A. Harbin, Secretary. Carol Ison, the County Manager was also in attendance.

2. Approval of October 13th and 20th 2015 minutes

A motion was made by Vice-Chairman Coffee to approve the minutes from October 13 and 20 as presented, Leticia Cook seconded the motion, there was no discussion the motion carried 3-0-0.

At this time Vice-Chairman Coffee made a motion to amend the agenda and move the Executive Session to the beginning of the meeting, with item K immediately following. Ms. Cook seconded the motion. Chairman Hendricks agreed the motion passed 3-0-0. At 4:36pm, the Board entered into Executive Session with the County Manager to discuss the hiring of the Chief Appraiser. At 5:42pm, a motion was made by Vice-Chairman Coffee to adjourn Executive session. Ms. Cook seconded the motion. Chairman Hendricks agreed the motion passed 3-0-0 the Board entered back into General Session at 5:43pm.

Once in general session, Chairman Hendricks called for a motion to appoint Lauren Harbin as the Chief Appraiser. Vice-Chairman Coffee made a motion to appoint and hire Lauren Harbin as the Chief Appraiser for Talbot County. Ms. Cook seconded the motion. Chairman Hendricks agreed the motion passed 3-0-0.

3. Public Comment

- a. Appearances - None

4. Old Business

- a. Status updates on consultant recommendations
 - i. CAMA schedules- Mrs. Harbin presented the Board with a signed contract from GMass for the development of Rural Land Schedules, with the changes indicated

from the previous meeting. Mrs. Harbin informed the Board that the audit was underway.

- ii. Exemption Applications- Vice Chairman Coffee indicated that this issue was resolved at this time and could be removed from the agenda. Mrs. Harbin informed the Board that a memo had been sent to the office staff concerning the handling of exemptions.
- iii. Mobile Home Valuation- Mrs. Marshall was out of the office at training. A report was prepared in advance updating the Board on the Mobile Home progress. The report will hereby be made a part of these minutes. The Board requested that this line item remain on the December agenda as old business.
- iv. Marine Personal Property- Mrs. Marshall provided the Board with an update on Marine personal property her summary is hereby made a part of these minutes. This line item will also remain for December.

5. New Business

- A. Value Report-None
- B. Error and Releases – Mrs. Harbin presented the Board with Error and Release statements that needed approval.
- C. Budget Report- Mrs. Harbin presented the Board with the adopted 2015-2016 budget for the Assessors' Office.
- D. Homestead Applications – Homestead applications for 2016 were approved as presented for Brenda Still (S4), Sandra McGhee (S4). There was a brief discussion of concerns that the Board of Commissioners was extending relief to certain taxpayers that did not apply for their exemption in a timely manner. A motion was made by Ms. Cook to approve the applications as presented. Vice-Chairman Coffee seconded the motion it passed without further discussion 3-0-0.
- E. BOE Appeal Hearings Update- Mrs. Harbin gave the Board a verbal update on the Miller appeal that has been forwarded to Superior Court. She also informed the Board that the County Attorney has been working with her to prepare the case.
- F. Conservation Use
 - i. Applications- None
 - ii. There were no Conservation releases this month
- G. Forest Land Protection Act
 - i. None
 - ii. None
- H. Member Matters – Mr. Coffee informed the Board that he had attended a Pond Management seminar provided by the County Agent, and that Ms. Wellons from the Howard Estate

Management Group was there as well and she told him she was thankful for the Boards time at the previous meetings.

I. 2015 Public Utility Notices – Vice-Chairman Coffee made a motion to accept the ratio of 36.5% provided by the DOR for Public Utility Notices. Ms Cook seconded the motion. Chairman Hendricks agreed the motion passed 3-0-0.

J. Updated Office Policy – Mrs. Harbin requested that the Board Review the previous Office Policy and work with her to update it so that it is more accumulative to today's needs.

K. Appointment of Chief Appraiser- Was moved to beginning of meeting

L. Executive Session – Personal Issues 5:56pm Vice-Chairman Coffee made a motion to go into executive session to discuss personnel matters, Ms. Cook seconded the motion, Chairman Hendricks agreed 3-0-0 there was no further discussion the Board went into executive session. At 6:13 pm, the Board returned from executive session. Personnel matters were discussed and no motions were made.

N. Announcements

i. Next scheduled meeting is on December 8, 2015 Ms. Cook stated that she had a conflict but she noted the meeting did not have to be rescheduled on her behalf as long as the two other members were available..

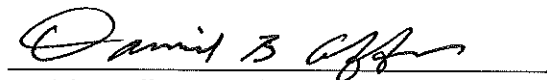
O. Adjournment

Ms. Cook made a motion to adjourn the meeting. Vice-Chairman Coffee seconded the motion. Chairman Hendricks was in agreement. So Carried meeting adjourned at 6:26 pm. The vote passed 3-0-0.

Submitted by Lauren A. Harbin, Secretary



Ronnie M. Hendricks, Chairman



Daniel B. Coffee, Vice-Chairman

Leticia A. Cook, Member