



TALBOT COUNTY

Board of Tax Assessors

Thomas W. Bussey, Jr. Chairman
Richard McIntyre III, Vice-Chair
Leticia A. Cook, Member
Lauren A. Harbin, Secretary

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Board of Assessors Minutes February 17, 2015

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

Richard McIntyre, III, Vice-Chairman of the Board of Assessors called the monthly meeting of the Talbot County Board of Tax Assessors to order at 5pm in the map room. A quorum was present including the following: Richard McIntyre, III, Leticia Cook and Lauren A. Harbin, Secretary.

2. Approve minutes from previous meeting.

A motion was made by Vice-Chairman McIntyre to approve the previous meetings minutes, and Ms. Cook seconded the motion. So Carried. The vote passed 2-0-0

3. Approval of Conservation Covenants – A motion was made Vice-Chairman McIntyre to approve all covenant requests after they were review, the motion was seconded by Ms. Cook. So Carried. The vote passed 2-0-0

005-021-05-A	007-059-03	007-158-08-01	007-231-12
006-203-03-B	006-203-03-A	006-203-03	006-203-04
007-083-17	007-221-44	007-225-18	005-114-24-04
007-225-13	005-112-01	007-108-11-B	007-156-05-A
005-112-11-A	007-227-12-A	005-019-06-A	007-049-16-C03
005-149-03	005-114-09-A	005-114-09	005-118-01
007-051-14	007-225-02	005-015-05	005-015-03
007-223-07	007-211-15		

4. Ms. Cook made the motion to go into Executive Session at 5:19pm. Vice-Chairman McIntyre seconded the motion. The vote passed 2-0-0. Vice-Chairman McIntyre called the Regular Meeting back to order at 5:40pm. Personnel and administrative issues were discussed.
5. The Board agreed on the job description for the Certified Appraisal Assistant. Ms. Cook made a motion to approve the job description. Vice-Chairman McIntyre seconded the motion. So Carried 2-0-0.
6. The Board agreed on the division of duties for the responsibilities of the Chief Appraiser between Lauren Harbin and Muriel Marshall as list on the attached document. Vice-Chairman McIntyre made a motion to approve the division of responsibilities as listed. Ms. Cook seconded the motion. So carried 2-0-0
7. Mr. McIntyre made a motion to appoint Lauren Harbin, Deputy Chief Appraiser. Ms. Cook seconded the motion. So carried 2-0-0
8. Old Business- The mobile home digest was exported.
9. New Business- NONE

Mr. McIntyre made a motion to adjourn and Ms. Cook seconded the motion, there was no further business. So Carried meeting adjourned at 5:45pm. The vote passed 2-0-0.

Submitted by Lauren A. Harbin, Secretary

Thomas W. Bussey, Jr. Chairman

Richard McIntyre III, Vice-Chairman

Leticia A. Cook, Member

**** These minutes were never signed due to the death of the Chairman and resignation of the Vice-Chairman in March 2015