

TALBOT COUNTY

Board of Tax Assessors

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Daniel B. Coffee, Chairman
Jon G. Hale, Jr., Vice-Chairman
Leticia A. Cook, Member
Lauren A. Harbin, Secretary

Board of Assessors Meeting Minutes November 29, 2016

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

The meeting was called to order by Chairman Dan Coffee at 9:00 am at the Tax Annex. A quorum was present including the following: Daniel B. Coffee, Jon G. Hale, Jr. and Lauren A. Harbin, Secretary. Ayanna C. Smith was also present from the Board of Assessors Office staff.

The agenda was reviewed and no changes or additions were made.

2. Approval of minutes

- a. A motion was made by Vice-Chairman Hale to approve the minutes from the regular monthly meeting on October 3, 2016. Chairman Coffee seconded the motion, there was no further discussion. The motion carried 2-0-0.

3. Public Comment - NONE

4. Old Business

- a. Personal Property Audit Update – Boat audit by MW & Associates almost complete
- b. Reevaluation Update – Mrs. Harbin updated the Board that the reval field work is on schedule for completion.

5. New Business

- A. Update on new Personal Property Auditor and Part time employee- Mrs. Harbin introduced the Board members to the new employees, and informed them that training was under way.
- B. Value Report- none
- C. Error and Releases –Error and Releases were presented by Mrs. Harbin and Vice-Chairman Hale made the motion to approve as presented. Chairman Coffee seconded the motion, there was no further discussion. Motion carried 2-0-0.
- D. Mrs. Harbin presented the Board with the Public Utility ratio form. Vice-Chairman Hale made a motion to approve the public utility ratio of 37.07, Chairman Coffee seconded the motion, there was no further discussion. Motion carried 2-0-0.

- E. Public Utility Final Assessment Mailing- Vice-Chairman Hale made a motion to approve the mailing of the public utility notices, Chairman Coffee seconded the motion, there was no further discussion. Motion carried 2-0-0.
- F. Appeals Waiver – None
- G. Appeal Update –
 - i. Mrs. Harbin informed the Board that the Law offices of Roger Land on behalf of Timberlands II and JF Alexander Brothers Lumber had confirmed the date of the settlement conference for 3:30pm on December 5, 2016.
- H. Budget Report – Mrs. Harbin advised the board that a copy of the most current budget update was included in their packet for their review.
- I. Homestead Applications – Homestead applications for 2017 were presented for CGH Properties, LLC -S1, William J Horn, S5, Johnny Mizell, S4, Gloria Thompson, S4, James Poss S4, Eric Phillips S1, Nathan Juroff S5, Adrienne Davis S1, Kristy Lee S1, Timothy Reece S1. Mr. Hale made a motion to approve all homestead applications.. Chairman Coffee seconded this motion. Passed 2-0-0. There was no further discussion.
- J. Conservation Use – A motion was made by Vice-Chairman Hale to approve the Conservation use continuation applications & releases as presented by the Chief Appraiser. Chairman Coffee seconded the motion. Carried 2-0-0 These applications were for continuations of existing covenants.
 - i. Applications- 007-156-17A-IN, 007-156-17, 007-156-17A-OUT, 006-271-15, 005-011-05-A, 007-108-11-A, 007-108-11B, 007-108-11, 007-118-04, 007-118-06, 006-256-03-B
 - ii. Releases- FLIN-AA-01, FLIN-AA-07
- K. Forest Land Protection Act - None
 - i. Applications - None
 - ii. Releases – None
- L. Mrs. Harbin informed the Board that the Onsite Personal Property training with MW Consulting is scheduled to take place Jan 4-6 and that the office will be closed to visitors during that time since all staff will be engaged in the training.
- M. Mrs. Harbin requested that the Board approve the contract with South Data for the printing and mailing of returns and notices. She informed the Board that she had contacted vendors, and South Datas price was approximately 8-10% lower than other companies, Mrs. Harbin also informed the Board that she spoke with several Chief Appraisers who use South Data and are very happy with their service. A motion was made by Vice-Chairman Hale to sign the contract and Chairman Coffee seconded the motion. There was no further discussion. So carried 2-0-0.
- N. Mrs. Harbin requested the Board approve the mailing of Personal Property returns and other supporting schedules. Vice-Chairman Hale made the motion to mail the returns. Chairman

Coffee seconded the motion. He also inquired as to when they were likely to be mailed, and Mrs. Harbin informed him she aimed to mail them around the last week of December.

O. Member Matters – Chairman Coffee stated that he sincerely appreciates the support of the Board of Commissioners especially the County Manager Carol Ison, during the hiring process for our new employees.

P. Executive Session – There was no executive session.

Q. Announcements

- I. Next scheduled monthly meeting is tentatively Monday December 19th 2016.

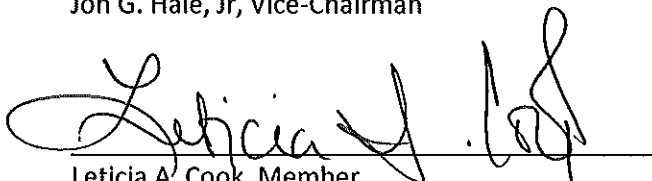
R. Adjournment -A motion was made by Vice-Chairman Hale to adjourn at 10:25 am and Chairman Coffee seconded the motion. So carried 2-0-0. There was no further discussion

Submitted by Lauren A. Harbin, Secretary



Daniel B. Coffee, Chairman

Jon G. Hale, Jr, Vice-Chairman



Leticia A. Cook, Member