



TALBOT COUNTY

Board of Tax Assessors

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Talbotton, GA 31827

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

Board of Assessors Meeting Minutes September 6, 2016

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

The meeting was called to order by Vice-Chairman Dan Coffee at 4:33pm at the Tax Annex. A quorum was present including the following: Daniel B. Coffee, Jon G. Hale, Jr. Leticia A. Cook entered at 4:40pm, and Lauren A. Harbin, Secretary.

Vice-Chairman Coffee welcomed new Board member Jon Hale to the Board of Assessors. Mr. Hale stated that he was glad he was able to serve and the he completed his 40 hours of training the previous week.

Ms. Cook motioned to amend the agenda to elect officers for the remainder of the 2016 year. Vice-Chairman Coffee seconded the motion. There was no further discussion the motion passed 2-0-0.

Ms. Cook made a motion to elect Dan Coffee Chairman and Jon Hale Vice-Chairman. Mr. Hale seconded the motion. There was no further discussion. Motion Carried 2-0-0.

2. Approval of minutes

- a. A motion was made by Ms. Cook to approve the minutes from the regular monthly meeting on August 2, 2016. Vice-Chairman Coffee seconded the motion, there was no further discussion. The motion carried 2-0-0. Mr. Hale did not vote since he was not in attendance at the August meeting.

3. Public Comment

- a. Appearances – NONE

4. Old Business - None

5. New Business

- A. Quentin Leonard Appraiser II Certification- Mrs. Harbin informed the Board that Mr. Leonard successfully completed his Appraiser II examination. Vice-Chairman Coffee added that a memo was sent to the Board Of Commissioners requesting his 7.5% salary increase pursuant to Board policy upon completion of a new certification level.
- B. Value Report- none

- C. Error and Releases –Error and Releases were presented by Mrs. Harbin for Dixon Olive 007-083-10, David Vincent 005-126-43, Tajaunia Glass TALB-48-04, and Elaine and Norris Bell 007-083-51. A motion was made to approve the Error and Release forms by Mr. Hale, and Ms. Cook seconded the motion. There was no further discussion. So Carried 2-0-0.
- D. Appeals Waiver – None
- E. Appeal Update – Mrs. Harbin informed the Board that appeal hearings began last week. Only two cases were heard. For the Chappels and David Vincent. The Board of Equalization requested the Chappels come back after more information had been obtained about them donating their parcel to Talbot County. The Board of Equalization acted on the David Vincent appeal and accepted the value that the Chief Appraiser recommended. The value was reduced based on the current condition of the mobile home. All other appeals are scheduled to be heard on 9/8/16.
- F. Budget Report – Mrs. Harbin advised that the Board of Commissioners has not provided a current budget update.
- G. Homestead Applications – Homestead applications for 2017 were presented for Norman Carter S1, Betty Richards S4, Donald Moran S4, Katie Antley S5, and Jon Battle S1. A motion was made by Ms. Cook to approve Homestead applications as presented Mr. Hale seconded the motion. There was no further discussion. The vote passed 2-0-0.
- H. Conservation Use – A motion was made by Vice-Chairman Hale to approve the Conservation use applications & releases as presented by the Chief Appraiser. Ms. Cook seconded the motion. Carried 2-0-0 These applications were for continuations of existing covenants.
 - i. Applications- 005-021-02, 005-147-12, 007-114-11-C, 005-005-43D03, 005-005-43D02, 005-005-30
 - ii. Releases- None
- I. Forest Land Protection Act - None
 - i. Applications - None
 - ii. Releases - None
- J. Personal Property Report from M&W Consulting – Mrs. Harbin presented the Board with the personal property audit from M&W and a discussion of the items mentioned in the report which will be made a part of these minutes followed. Chairman Coffee asked Mrs. Harbin if she had an action plan to correct the issues within the report. Mrs. Harbin informed the Board that the personal property training class with M&W will address the correction of these items. Chairman Coffee requested Mrs. Harbin move this line item to old business so that updates can continue.
- K. Reevaluation Update – Mrs. Harbin updated the Board that the 2017 reevaluation contracted with GMass is underway and the appraisers began field work last week.

Chairman Coffee suggested this item be moved to old business, so that updates could continue.

- L. Member Matters – Vice-Chairman Hale thanked the Board for the opportunity to serve with them and stated that he looks forward to learning more about real estate from the tax side.
- M. Field Appraiser / Personal Property Auditor Job Opening- Vice-Chairman Hale made a motion to advertise for the opening and Ms. Cook seconded the motion. There was discussion concerning the venues for advertising. It was decided that it would be posted on the county website, the GAAO website and facebook page, as well as the local newspapers in a Classified ad section as opposed to the larger more expensive notice.
- N. Executive Session –
 - i. Personnel Issues -At 5:41 pm Ms. Cook motioned to enter executive session. Vice-Chairman Hale seconded the motion. So Carried 2-0-0. At 6:24pm Vice-Chairman Hale motioned to exit executive session. Ms. Cook seconded the motion. So Carried 2-0-0, the Board discussed personnel matters, no action was taken and no decisions were finalized.
- O. Announcements
 - i. Next scheduled monthly meeting is tentatively Monday October 3, 2016, at 4:00pm.
- S. Adjournment -A motion was made Ms. Cook to adjourn the meeting at 6:28 PM. Vice-Chairman Hale seconded the motion. There was no further discussion the vote passed 2-0-0.

Submitted by Lauren A. Harbin, Secretary


Daniel B. Coffee, Chairman


Jon G. Hale, Jr, Vice-Chairman

Leticia A. Cook, Member