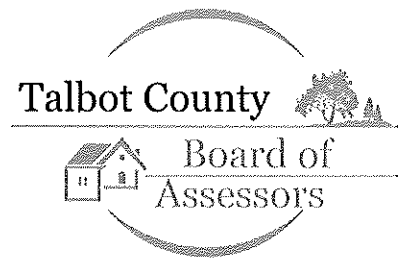


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*Valuing People
and Property*

MONTHLY MEETING
November 4, 2019
TAX OFFICE ANNEX
3:30 pm
AGENDA

1. Call to Order
2. Approve Agenda, and any additions
3. Approval of Minutes
 - A. October 14, 2019
4. Public Comment
5. Old Business
 - A. Personal Property Audit
 - B. 723 21st Place Investments Appeal Update
6. New Business
 - A. Error and Releases
 - B. Budget Report
 - C. Homestead Applications for 2020
 - D. Bids for 2020 schedule updates
 - E. Appeal Update
 - F. Members Matters
 - G. Executive Session
 - i. Pending Litigation
 - ii. Personnel
 - H. Announcements
 - i. Next scheduled monthly meeting is tentatively _____ December ___, 2019.
 - I. Adjournment

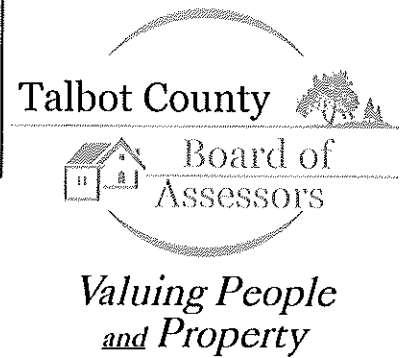
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Daniel B. Coffee, Chairman
Sandra N. Higginbotham, Member
Omer L. McCants, Member
Lauren A. Harbin, Secretary



Board of Assessors
Meeting Minutes
November 4, 2019

1. The meeting was called to order by Chairman Coffee at 3:30pm at the office of the Talbot County Board of Tax Assessors. A quorum was present including the following: Daniel B. Coffee, Sandra N. Higginbotham (via teleconference), Omer L. McCants and Lauren A. Harbin, Secretary.
2. A motion was made by Mrs. Higginbotham to approve the agenda as presented. Mr. McCants seconded the motion. There was no further discussion. The motion passed.
3. A motion was made by Mrs. Higginbotham to approve the regular meeting minutes and the executive session minutes for the October 14, 2019 meeting as presented. Mr. McCants seconded the motion. There was no further discussion. The motion passed.
4. There was no public comment.
5. Old Business
 - A. Personal Property Audit- Mrs. Harbin gave the Board an update on the personal property audit. There were no reports provided due to the early date of this months meeting. However, she did provide audit reports for Pitney Bowes, and De Lage. Mrs. Higginbotham made a motion to accept the values as presented in the audit reports for the aforementioned accounts. Mr. McCants seconded the motion. There was no further discussion. The motion passed 2-0-0. Mrs. Harbin also provided the Board with an overview of the audit that is ongoing for the accounts and property owned by AT&T, she stated that 2 of the accounts were completed with large findings; however, there are still a few other accounts still pending and she had requested that the auditors hold them until all associated accounts were completed.
 - B. 723 21st Place Investments Appeal Update
6. New Business
 - A. A listing of all error and releases was presented to the Board for approval. This list will be made a portion of these minutes. Mrs. Higginbotham made a motion to approve the E&R's as presented. Mr. McCants seconded the motion. There was a brief discussion that the majority of there E & R's were the result of the personal property audit and for the accounts where the values were previously approved, and the appeal period had run its course. The motion passed 2-0-0.

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- B. Mrs. Harbin presented the most recent budget report which is current through August 31, 2019. There was discussion on the fact that the summary sheet did not match the journal entries. Mrs. Harbin confirmed that the journal entries were correct, and the summary page had not been updated. The capital outlay expenditure was posted to the wrong account causing a negative balance. Once this is corrected on the summary page all accounts will be in order. Chairman Coffee noticed that the building and grounds maintenance account was in the negative. He asked Mrs. Harbin to make a note to add funding to this line item for the upcoming budget year.
- C. Homestead Applications for 2020 were presented to the Board for approval. The list of application will be made a portion of these minutes. Mrs. Higginbotham made the motion to approve the applications as recommended on the report for the 2020 digest year. Mr. McCants seconded the motion. There was a brief discussion about the application that is still pending for Mr. Epps. Mrs. Harbin indicated that he has until April 1, 2020 to provide the proper proof of address for approval. The motion passed 2-0-0.
- D. Mrs. Harbin presented two bids for updating the schedules in the CAMA system for the 2020 digest year. One was from GMASS and the other was from McCormick solutions. Chairman Coffee asked for a motion to authorize Mrs. Harbin to proceed and coordinate with the county manager to procure funding for this project with the county manager. Mrs. Higginbotham made the motion and Mr. McCants gave the second. The need for the update was discussed as the current sales ratio is on a downward trend, and Mrs. Harbin has indicated that she is afraid we may fall below the 38% ratio for 2019 and is hopeful schedules can be updated for the 2020 year to minimize the effect. The motion passed 2-0-0.
- E. Mrs. Harbin updated the Board on the appeals that had been forwarded to the Board of Equalization. All appeals were waived prior to the hearings. No appeals of assessment were heard for the 2019 digest year.
- F. In members matters Chairman Coffee expressed to Mrs. Higginbotham that the office and the Board wishes her a complete recovery from her fall and the surgery she had to repair her broken ankle. He also stated that he was very thankful that she was feeling well enough to be a part of the meeting via telephone. Chairman Coffee also noted that he was on the agenda for the BOC meeting immediately following the current meeting and thanked Mrs. Harbin for her assistance in preparing the upcoming presentation.
- G. Nick Garcia from HBS and Eddie Davis, County Attorney joined the meeting via teleconference.
- a. A motion was made to enter executive session at 3:55pm by Mrs. Higginbotham and Mr. McCants seconded the motion. The motion passed 2-0-0. Pending litigation was discussed. No motions were made.

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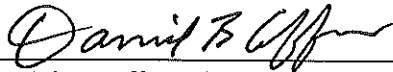
Daniel B. Coffee, Chairman
Sandra N. Higginbotham, Member
Omer L. McCants, Member
Lauren A. Harbin, Secretary

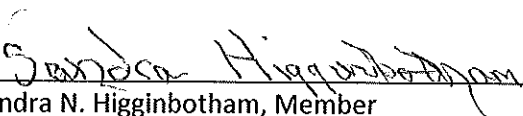
- b. A motion was made to exit executive session and return to regular session at 4:20 PM by Mrs. Higginbotham. The second came from Mr. McCants. There was no further discussion and the motion passed 2-0-0.

H. Announcements

- i. Next scheduled monthly meeting is tentatively December 2, 2019 at 3:30pm.
 - ii. The date of January 6th, 2020 at 3:30pm was tentatively set for the first meeting of the 2020 year.
- I. A motion was made to adjourn the meeting at 5:00 pm by Mrs. Higginbotham and Mr. McCants offered the second. There was no further discussion. The motion passed 2-0-0.

Submitted by Lauren A. Harbin, Secretary


Daniel B. Coffee, Chairman


Sandra N. Higginbotham, Member


Omer L. McCants, Member

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