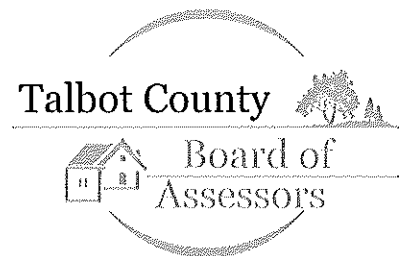


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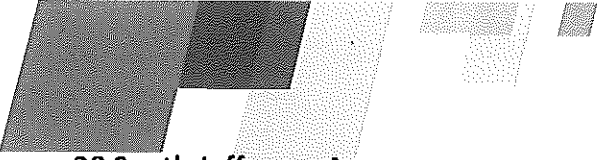
MONTHLY MEETING  
January 03, 2020  
TAX OFFICE ANNEX  
10:00am  
AGENDA

1. Call to Order
2. Election of Officers
3. Approve Agenda, and any additions
4. Approval of Minutes
  - A. December 02, 2019
  - B. December 02, 2019 executive session
5. Public Comment
6. Old Business
  - A. Personal Property Audit
  - B. 723 21<sup>st</sup> Place Investments Appeal Update
  - C. Schedule Updates
7. New Business
  - A. Error and Releases
  - B. Budget Report
  - C. Homestead Applications for 2020
  - D. Chief Appraiser Update
    - a. Prebill Mobile Home Digest
    - b. Personal Property Returns
    - c. Marine Pre-Subpoena Letters
  - E. Members Matters
  - F. Executive Session

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i. Pending Litigation

ii. Personnel

G. Announcements

i. Next scheduled monthly meeting is tentatively \_\_\_\_\_ February \_\_, 2020.

H. Adjournment

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

Talbot County



Board of  
Assessors

*Valuing People  
and Property*

Board of Assessors  
Meeting Minutes  
January 3, 2020

1. The meeting was called to order by Chairman Coffee at 10:17 am 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. Mr. McCants nominated Daniel Coffee as Chairman, Sandra Higginbotham as Vice-Chair and Lauren Harbin as Secretary for the 2020 year. Mrs. Higginbotham seconded the motion. Mr. Coffee asked Mrs. Harbin if she had discussed the secretary position with her staff and she indicated that she had and neither staff member had shown interest in the position. Mr. Coffee called for a vote at that time. The motion passed 2-0-0.
3. A motion was made by Mr. McCants to approve the agenda as presented. Vice-Chair Higginbotham seconded the motion. There was no further discussion. The motion passed.
4. A motion was made by Mr. McCants to approve the regular meeting minutes and the executive session minutes for the December 2, 2019 meeting as presented. Vice-Chair Higginbotham seconded the motion. There was no further discussion. The motion passed.
5. There was no public comment.
6. Old Business
  - A. Personal Property Audit- Mrs. Harbin informed the Board that due to the overwhelming response to the Marine Pre-Subpoena letters and the holidays in December that she requested the consultants hold all audit submission for approval in February.
  - B. 723 21<sup>st</sup> Place Investments Appeal Update – no new developments at this time
  - C. Mrs. Harbin updated the Board that she had attended the December county commissioners meeting to request funding for the Schedule update with a satisfactory outcome. The Board of Commissioners approved the needed funding for the contract unanimously. Mr. McCants made a motion to enter into a contract with GMass for the 2020 schedule updates. Vice-Chair Higginbotham seconded the motion. At that point Mr. McCants asked some questions about the process of reviewing the sales. Chairman Coffee indicated that he would be more comfortable with a contract that included a date of competition. Mrs. Harbin indicated she would make

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GMass aware of this stipulation. Mr. Davis reviewed the contract and approved it for signing via email. Chairman Coffee called for a vote; the motion passed 2-0-0.

7. New Business

- A. Error and releases were presented to the Board for approval. Mr. McCants made a motion to approve the E&R's as presented. Vice-Chair Higginbotham seconded the motion. There was no further discussion. The motion passed 2-0-0.
- B. Mrs. Harbin checked with the Commissioner's Office and there was no updated budget report available. Chairman Coffee requested that Mrs. Harbin begin preparations for the 2020-2021 budget requests.
- C. Homestead Applications for 2020 were presented to the Board for approval. The list of application will be made a portion of these minutes. Mr. McCants made the motion to approve the applications as recommended on the report for the 2020 digest year. Mrs. Higginbotham 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. Mr. McCants also asked questions concerning the various levels of homestead and the corresponding digest codes. The motion passed 2-0-0.
- D. Per Chairman Coffee's request at the December meeting Mrs. Harbin provided the Board with a recap of December for the Tax Assessors Office. After the recap below Chairman Coffee indicated that he wished for Mrs. Harbin to have the annual staff performance reviews as part of her update for January.
  - a. The prebill Mobile home digest was submitted to the Tax Commissioners office on December 3, 2019 for billing ahead of the January deadline.
  - b. Personal property returns were mailed December 30, 2019 for all personal property accounts as required by law.
  - c. Mrs. Harbin indicated that there had been an overwhelming response to the Marine pre-subpoena letters mailed at the beginning of December, and that there was still a daily influx of calls. She then provided the Board with a spreadsheet

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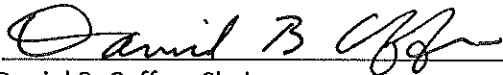
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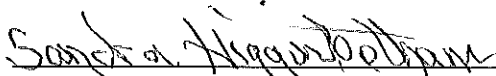
showing the accounts where mail was returned (6), who had responded (76), and the accounts for which there has been no response to date (71). However, the auditors advised the Board not to act on their subpoena powers just yet, as calls were still coming in.

- E. For members matters Vice-Chair Higginbotham indicated that she is healing well and hopes to attend the February meeting in person. Chairman Coffee thanked the Board and staff for a productive 2019.
- F. There was no executive session required.
- G. Announcements
  - i. The date of February 3rd, 2020 at 4:00pm was set for the next monthly meeting. Chairman Coffee also indicated that there may be need for a called meeting towards the end of February to work on the budget proposal.
- H. A motion was made to adjourn the meeting at 11:20 am by Mr. McCants and Vice-Chair Higginbotham offered the second. There was no further discussion. The motion passed 2-0-0.

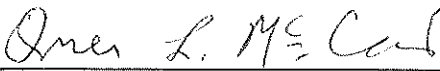
Submitted by Lauren A. Harbin, Secretary



Daniel B. Coffee, Chairman



Sandra N. Higginbotham, Member



Omer L. McCants, Member

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Homestead Exemption Application  
01.03.20

Parcel	Owner	Exemption	Recommendation
SCENF 02	James Friend	S1	APPROVE
005 00316	D C & Geneva Moore	S4	APPROVE
007 17202 01B	Carol Harris	S1	APPROVE
007 17027	Danny & Carol Ingram	S4	APPROVE
007 21322 P	Michael Reed	S1	APPROVE
SLKE 08	Robert Spano	S4	APPROVE
005 11212 A	William & Faye Russell	S4	APPROVE
005 01907 001	Elijah & Lea Simpson	S5	APPROVE
005 11203 E01	Peggy Anderson Etal	S4	APPROVE
006 25411	Patricia & James Tyrell	S4	APPROVE
005 12213 R	Vinnie Carpenter	S1	APPROVE
005 12603 A	Kenneth&Nancy Meacham	S4	APPROVE
005 15725 27C	Thelma Anne Walker Bell	S4	APPROVE
007 05906	Margaret McDaniel	S4	APPROVE
TALB22 02	Regina Leonard	S1	APPROVE
FHWE10 25	Curvin Buchanan	S4	APPROVE
005 15725 08	Lori Moriva	S1	APPROVE
007 17237	Norman & Angela Carter	S4	APPROVE
FLINEAS40 A	M T Jones & Alice Bass	S4	APPROVE
TALB15A 11	Willie Epps Etal	S4	REVISIT
005 15725 28	Kenneth & Jane Gibbs	S4	APPROVE
007 21320	Donald Bacoat	S1	APPROVE
005 15742	Fannie Mae Acey	S4	APPROVE
OAKM04 04	Eric & Sherri Cummings	S1	APPROVE