

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
August 24, 2023**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, August 24, 2023. Participating were the following:**

**Robert A. Burroughs, J.D., Chair  
James Vernor, Ph.D., MAI, Vice-Chair  
Charlene Fang, Assessor  
Joseph Kusmik, MA, Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Vance Clements, Supervisor – Business Personal Property  
Brian Jennings, Deputy Chief Appraiser - Residential  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Teresa H. Nealey, Recording Secretary**

**ABSENT**

**Vivian R. Ingersoll, MA, Assessor  
Donna Rosser, Assistant Chief Appraiser**

**CALL TO ORDER**

**The Chair declared a quorum, and he called the meeting to order at 9:30 a.m.**

**APPROVAL OF AGENDA**

**The Chair stated that the 8/24/23 Agenda had been received and he called for a motion for Approval of the 8/24/23 Agenda, made by Jim Vernor, and seconded by Joe Kusmik. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair asked if there were any additions or corrections to the Minutes of our last meeting, and after hearing none, he called for a motion to approve the Minutes of 8/10/23. Joe Kusmik made a motion to Approve the Minutes of 8/10/23, seconded by Jim Vernor. The motion carried unanimously.**

**CITIZEN TIME**

**The Chair welcomed Robert Johnson to the meeting on behalf of A-Home for Everyone, parcel 15 165 03 008 listed on Batch 30 of today's Agenda which is recommended for approval. Mr. Johnson addressed the Board and stated that he was humbled to be in their presence and that he launched A Home for Everyone which deals with homeless issues. After he addressed the Board, they thanked him for coming.**

**WELCOME – DORAVILLE CITY COUNCILMAN ANDY YEOMAN**

Charlene Fang invited and the Chair welcomed Doraville City Councilman Andy Yeoman to the meeting. Councilman Yeoman appreciated the invite and said he wanted to come and see how business is done at DeKalb County. After discussion, the Chair thanked him for coming.

**STAFF SPOTLIGHT**

Brentnol Baker introduced Appraiser Mead Schlemmer to the Board and stated he is an upcoming shining star. Mead stated that he primarily works on hotels, retail, and nursing homes. The Board thanked him for his service.

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a discussion of Staff Recommendations on batches 1 through 36. The BOA Agenda Update showed account #8010083 pulled from Batch 3 and two parcels were added to Batch 36. After discussion, the Chair called for a motion to approve Staff Recommendations, made by Joe Kusmik, and seconded by Jim Vernor. The motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**NEW BUSINESS**


Jim Vernor submitted his review of the policy manual and reviewed this with the Board members. He asked staff to review the manual and to bring any updates to the next meeting.

The Chair asked the Vice-Chair to assume the position of Chair. Robert Burroughs gave copies of a proposed resolution for Vivian Ingersoll to the Board members. This is in honor of Ms. Ingersoll's 30 years of service to the Board of Assessors and bestowing upon her, the title of Chairperson Emeritus which shall be reflected in all correspondence. He read the Resolution and the Certificate of the Secretary and made a motion to the Board for approval, seconded by Charlene Fang and Joe Kusmik. The motion carried unanimously. Each Board member signed the Resolution, and the Secretary signed the Certificate. The Chair requested that the Recording Secretary have the Resolution framed and a gavel plaque be ordered in Ms. Ingersoll's honor.

Robert Burroughs resumed his position of Chair and Jim Vernor resumed his position of Vice-Chair.

**ADJOURNMENT**

There being no further business, the Chair declared the meeting adjourned at 11:03 a.m. This meeting was conducted in accordance with O.C.G.A. 50-14-(1-6).

Signed by:   
Calvin C. Hicks, Jr.  
Chief Appraiser/BTA Secretary

Date Approved: 9-7-23