

**MINUTES
DEKALB COUNTY BOARD OF ASSESSORS
November 19, 2015**

A meeting of the DeKalb County Board of Assessors was held on Thursday, November 19, 2015. Present were the following:

**Vivian R. Ingersoll, Chair
James Vernor, PhD MAI, Vice-Chair
Robert Burroughs, Assessor
Charlene Fang, Assessor
John Lawson, Assessor
Calvin C. Hicks, Chief Appraiser/BTA Secretary
Teresa Nealey, Recording Secretary
Donna Rosser, Deputy Chief Appraiser - Residential
Geoffrey Johnson, Appraiser Supervisor - Commercial
Allen Alford, Supervisor Business Personal Property**

The Chair called the meeting to order at 9:39 a.m.

Robert Burroughs made a motion to approve the 11/19/15 Agenda, seconded by Jim Vernor, motion carried unanimously.

John Lawson made a motion to approve the Minutes for November 5, 2015 as revised, seconded by Robert Burroughs, motion carried.

CITIZEN TIME

No citizens appeared.

BOARD DISCUSSION AND ACTION ON BATCHES

Jim Vernor made a motion to approve batches 1 through 47 of this agenda, seconded by Robert Burroughs. After discussion, parcels 16 059 01 059 & 18 041 11 011 were pulled from batch 18. The motion carried unanimously.

STAFF REPORTS

See attached.

CHIEF APPRAISERS' REPORT

See attached.

Robert Burroughs and John Lawson gave their summary of the memo from County Attorney O.V. Brantley. The subject: Personal Liability of Board of Tax Assessors Members and Employees for Failure to Comply with Statute Entitling Taxpayer to Interview and Record Interviews. After discussion, they concluded that when a request is made we should comply.

Jim Vernor stated that he would draft some text to include in the policy manual relating to this issue.

The Chair congratulated Jim Vernor and Charlene Fang on their reappointment to the Board of Assessors. Calvin Hicks echoed these sentiments.

EXECUTIVE SESSION

There was no session today.

ADJOURNMENT

John Lawson moved to adjourn, seconded by Robert Burroughs; the meeting adjourned at 11:08 a.m.

This entire 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: 12-16-15