

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
October 20, 2022**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, October 20, 2022. Present were the following:**

**Charlene Fang, Chair  
Robert A. Burroughs, J.D., Vice-Chair  
Vivian R. Ingersoll, MA, Assessor  
James Vernor, PhD, MAI, Assessor  
Joseph Kusmik, Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Donna Rosser, Assistant Chief Appraiser  
Norbert Schulz, Supervisor - Residential  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Vance Clements, Supervisor – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**ABSENT**

**Brian Jennings, Deputy Chief Appraiser – Residential**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:28 a.m.**

**APPROVAL OF AGENDA**

**The Chair stated that the 10/20/22 Agenda had been received along with the BOA Agenda Update showing (1) pulled parcel; 15 019 01 033 from Batch 18 and a correction on parcel 15 207 02 044 on batch 9. She asked if there were any additional corrections or additions. Hearing none, she called for a motion for Approval of the Amended Agenda of 10/20/22, made by Vivian Ingersoll, seconded by Jim Vernor. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the Minutes of 10/6/22. Jim Vernor made a motion for Approval of the Minutes of 10/6/22, seconded by Robert Burroughs. The motion carried unanimously.**

**CITIZEN TIME**

**The Chair welcomed Ms. Williams to the meeting. No citizens requested time to address the Board.**

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a discussion of Staff Recommendations batches 1 through 26, excluding parcel 15 019 01 033 from batch 18 and a correction on parcel 15 207 02 044 on batch 9. After discussion the Chair called for a motion to approve Staff Recommendations, made by Jim Vernor and seconded by Joe Kusmik and Vivian Ingersoll. After discussion, the motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**OTHER BUSINESS**

**PILOT Calculation** – Order of the Court related to Civil Action File No. CV3178, Parcel 18 330 01 016, issued September 28, 2022.

Calvin Hicks recommended that the Board of Assessors not pursue an appeal of the reference order which affirmed the decision of the Hearing Officer establishing a taxable value of the land only for 2020.

He further recommended that the Board value the Construction-In-Progress as of January 1, 2020, at a net value of \$7,347,032 and submit the value to the Tax Commissioner for billing of the PILOT Payment.

The Chair called for a motion to approve this recommendation, made by Vivian Ingersoll and seconded by the Chair. The motion carried unanimously.

**Policy Manual Review**

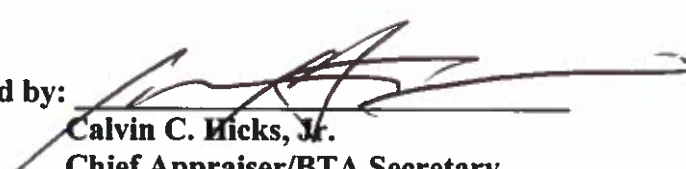
Vivian Ingersoll discussed updates that are to be added to the Manual. Donna Rosser will add these updates and email the revised Policy Manual. The Board plans to adopt the updated Manual at the next meeting.

**ADJOURNMENT**

There being no further business, the Chair declared the meeting adjourned at 10:43a.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: 11-3-22