

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
January 10, 2019**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, January 10, 2019. Present were the following:**

**John W. Lawson, J.D., LL.M., Chair  
James Vernor, PhD, MAI, Vice-Chair  
Robert A. Burroughs, J.D., Assessor  
Charlene Fang, Assessor  
John W. Lawson, Assessor  
Vivian R. Ingersoll, MA, Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Donna Rosser, Assistant Chief Appraiser  
Brian Jennings, Deputy Chief Appraiser – Residential  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Allen Alford, Supervisor – Business Personal Property  
Teresa H. Nealey, Recording Secretary**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:30 a.m. and bid Happy New Year to everybody.**

**APPROVAL OF AGENDA**

**The Chair asked for any changes to the 1/10/19 Agenda, hearing none, Robert Burroughs made a motion to approve seconded by Jim Vernor. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the 12/20/18 Minutes, made by Jim Vernor and seconded by Vivian Ingersoll. The motion carried unanimously.**

**ELECTION OF OFFICERS**

**The Chair opened the floor for nominations for Chair. Jim Vernor nominated Robert Burroughs as Chair, seconded by Charlene Fang. The Chair asked if there were any further nominations from the floor, hearing none, he closed the floor for nominations and the vote carried unanimously. The Chair opened the floor for nominations for Vice-Chair and Vivian Ingersoll nominated Jim Vernor, Charlene Fang seconded. The nominations closed and the vote carried unanimously. Vivian Ingersoll nominated Calvin Hicks as the Board Secretary, seconded by Jim Vernor. The nominations were closed and the vote carried unanimously. Robert Burroughs nominated Teresa Nealey as Recording Secretary, seconded by Charlene Fang and Vivian Ingersoll, the nominations were closed and the vote passed unanimously.**

**Board of Assessors Officers for 2019**  
**Chair – Robert A. Burroughs**  
**Vice-Chair – James D. Vernor**  
**Board Secretary – Calvin C. Hicks, Jr.**  
**Recording Secretary – Teresa H. Nealey**

Pursuant to O.C.G.A. 48-5-298 the members of the Board are required to elect the board officers for the year.

The gavel passed from Chair Lawson to Chair Burroughs.

**CITIZEN TIME**

No citizens requested time to address the Board.

**BOARD DISCUSSION AND ACTION ON STAFF RECOMMENDATIONS**

The Chair called for a motion to approve batches 1 through 13 of this agenda made by Vivian Ingersoll (It should be noted that the 1/10/19 BTA Update showed parcel 18 268 07 019 pulled from batch 1 and parcels 18 055 01 028 & 18 107 07 001 pulled from batch 2), seconded by Jim Vernor. After discussion, the Chair called for a vote which passed unanimously.

The Chair called for a motion to approve batches 14 through 21 of this agenda made by Jim Vernor, seconded by John Lawson. After discussion batch 20 was revised, the motion carried unanimously.

**ADOPTION OF 2019 REAPPRAISAL PLAN**

Donna Rosser reviewed the 2019 Reappraisal Plan of Action and Projected Digest Calendar with the Board. Jim Vernor made a motion to approve, seconded by John Lawson. The motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**OTHER BUSINESS**

The Board reviewed the letterhead samples. Vivian Ingersoll moved to approve letterhead #3, seconded by Charlene Fang. John Lawson opposed. The motion carried.

**EXECUTIVE SESSION**

The Chair excused staff and called the session to order at 10:49 a.m. A personnel matter was discussed. No action was taken. Vivian Ingersoll made a motion to adjourn to General Session, seconded by John Lawson. The session ended at 11:33 a.m.

This session was conducted in accordance with O.C.G.A. 50-14-4 (The Open Meetings Act.)

**GENERAL SESSION**


The Chair reconvened to General Session. There was no action taken in Executive Session.

**ADJOURNMENT**

The Chair declared the meeting adjourned. The meeting adjourned at 11:33 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:

1-24-19