



# Chatham County Board of Assessors

Regular Meeting – April 16, 2020 – 8:30 AM

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**Members Present:** Terry Tolbert – Chairman (via teleconference)  
James A. Gunter – Vice-Chairman (via teleconference)  
Laura Hegstrom – Secretary  
Betty Ellington – Member (via teleconference)

**Others Present:** Roderick Conley – Chief Appraiser  
Roxann Prescott – Recording Secretary  
Abda Quillian – Legal Counsel

**Others Absent:** Robbin Bowen – Deputy Chief Appraiser

Mr. Gunter made a motion to add Appeal Hearings & Settlement Conference Policy (Revision) to the agenda. Ms. Ellington seconded. The motion passed with a unanimous vote.

## PERSONNEL RECOGNITION

**A. Taxpayer Letter:**

Carol Osborne

## CITIZENS ITEMS

None

## DIVISION MANAGER STAFF REPORTS

Division Manager Staff Reports -- Agenda Item: IV

County Manager's office notified us that they will be reviewing the budget, the office will be going to project based staffing and project based priorities

## APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:

Minutes of the March 19, 2020 Regular Meeting – Agenda Item: V

Ms. Ellington seconded. The motion passed with a unanimous vote.

## OLD ITEMS

None

## CONSENT AGENDA – NEW ITEMS

Ms. Ellington made a motion to approve the following:

1. Application for Exemptions – Submitted for Approval of Recommendation

A. Real Property – Agenda Item: VII-1A

Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Gunter made a motion to approve the following:

2. Application for Specialized Exemptions – Submitted for Approval of Recommendation

A. CUVA – Agenda Item: VII-2A

B. Rehabilitated Historic – Agenda Item: VII-2B

Ms. Ellington seconded. The motion passed with a unanimous vote.

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## REGULAR AGENDA

### 1. Chief Appraiser Items

Mr. Gunter made a motion to approve the following:

- A. Appeal Hearings & Settlement Conference Policy (Revision) – Submitted for Approval – Agenda Item: VIII-1A

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

- B. Market Revaluation Summary – Agenda Item: VIII-1B
- C. COVID 19 Update – Staff will work on project based assignments, staff will be cleaning their workstations throughout the day, maintenance comes in daily to disinfect doorknobs and common area surfaces, Supervisors have the option of working in the office or to telecommute based on the project, one staff member from each division will be in the office for support service, all staff that is working from home is expected to check emails and phone messages on a daily basis, all field work has been suspended, Homestead applications are by appointment only and will begin in June, Supervisors will hold weekly teleconferences with staff, Management will hold teleconferences three times a week, Department Managers will hold teleconferences once a week and the county will post COVID 19 updates on the website.

### 2. Board Member Items

- A. Budget FY 19/20 – Agenda Item: VIII-2A

### 3. Chairman Items

- A. Executive Session

Ms. Hegstrom made a motion to move in to Executive Session at 8:41 AM to discuss Personnel & Litigation items.

Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Gunter made a motion to move out of Executive Session at 9:31 AM. Ms. Ellington seconded. The motion passed with a unanimous vote.

- B. BOE Decisions TY2019 – Agenda Item: VIII-3B

Mr. Gunter made a motion to approve the following:

### 4. Certifications to Superior Court – Submitted for Approval

- A. Taxpayer

10989D02028	Theresa Pugh as Trustee	TY2019
11006 05001A	Bernard Portman & SEIG Inc	TY2019
20044 29023	John K. & Sandra M. Smith	TY2019
20076 20005	Charles J. Bowen	TY2019
20114 25001	Rockhead/FTM Properties	TY2019
20114 25020	Rockhead/FTM Properties	TY2019
20114 25021	Rockhead/FTM Properties	TY2019
21004A01035	Gregory Grant Jr.	TY2019
40003 18005	William & Eleanor Randolph	TY2019
80010E01007	Bloomington Properties LTD	TY2019

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

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Ms. Ellington made a motion to approve the following:

Executive Session documentation and Minutes documentation to affirm the signature requirements.

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

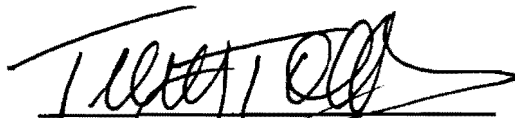
5. Attorney Items

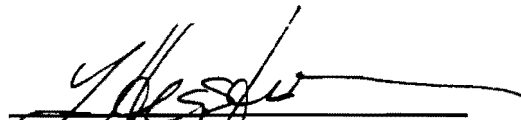
None

**ADJOURNMENT**

Ms. Hegstrom made a motion to adjourn the meeting at 9:35 AM.

Ms. Ellington seconded. The motion passed with a unanimous vote.

  
Terry Tolbert, Chairman

  
Laura Hegstrom, Secretary