

**MINUTES  
DEKALB COUNTY BOARD OF ASSESSORS  
October 6, 2022**

**A meeting of the DeKalb County Board of Assessors was held on Thursday, October 6, 2022. Present were the following:**

**Charlene Fang, Chair  
Robert A. Burroughs, J.D., Vice-Chair  
James Vernor, PhD, MAI, Assessor  
Joseph Kusmik, Assessor  
Calvin C. Hicks, Chief Appraiser/BTA Secretary  
Norbert Schulz, Supervisor - Residential  
Brentnol Baker, Deputy Chief Appraiser – Commercial  
Vance Clements, Supervisor – Business Personal Property**

**ABSENT**

**Vivian R. Ingersoll, MA, Assessor  
Donna Rosser, Assistant Chief Appraiser  
Brian Jennings, Deputy Chief Appraiser – Residential  
Teresa H. Nealey, Recording Secretary**

**CALL TO ORDER**

**The Chair called the meeting to order at 9:31 a.m.**

**APPROVAL OF AGENDA**

**The Chair stated that the 10/06/22 Agenda had been received along with the BOA Agenda Update showing (1) pulled parcel; 18 323 06 034 from Batch 21. She asked if there were any additional corrections or additions. Calvin Hicks requested an Executive Session to be added at the end of the meeting. The Chair called for a motion for Approval of the Amended Agenda of 10/06/22, made by Robert Burroughs, seconded by Joe Kusmik. The motion carried unanimously.**

**APPROVAL OF MINUTES**

**The Chair called for a motion to approve the Minutes of 9/22/22. Robert Burroughs made a motion for Approval of the Minutes of 9/22/22, seconded by Jim Vernor. The motion carried unanimously.**

**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 Staff Recommendations for batches 1 through 28 of this Agenda, excluding parcel 18 323 06 034 from batch 21 also Brentnol Baker pulled parcel 18 036 01 009 from Batch 23; made by Robert Burroughs and seconded by Joe Kusmik. After discussion, the motion carried unanimously.

**STAFF REPORTS**

See attached.

**CHIEF APPRAISER'S REPORT**

See attached.

**OTHER BUSINESS**

The Board received an updated copy of the Policy Manual and had no further updates. They decided to wait until all Board members are present to adopt the Manual.

**EXECUTIVE SESSION**

At 10:12 a.m. the Chair called for a motion to adjourn into Executive Session to discuss pending litigation, made by Robert Burroughs and seconded by Jim Vernor. The motion carried. Following a discussion at 10:43 a.m. the Chair called for a motion to adjourn back into General Session – Robert Burroughs made a motion to adjourn out of Executive Session into General Session, seconded by Jim Vernor. The motion carried unanimously.

The Board reconvened to General session and the Chair reported that no action was taken.

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

**ADJOURNMENT**

There being no further business, the Chair declared the meeting adjourned at 10:44a.m.

This meeting was conducted in accordance with O.C.G.A. 50-14-(1-6).

Signed by:

  
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Calvin C. Hicks, Jr.  
Chief Appraiser/BTA Secretary

Date Approved: 10-20-22