

GWINNETT COUNTY
BOARD OF ASSESSORS
January 2, 2013

The regular meeting of the Gwinnett County Board of Assessors took place Wednesday, January 2, 2013 at 9:00am. Those in attendance were Norman Nash, Chairman; Robert Chaapel, Vice-Chairman; Norma Holliman, Assessor; Sue Seibenhener, Assessor; Bob Griggs, Assessor; Mike Ludwiczak, Senior County Attorney; Steve Pruitt, Executive Secretary and Ginger Roderick, Recording Secretary.

Chairman Nash called the meeting to order and asked for the election of the 2013 Board of Assessors Officers under Roberts Rules of Order. Ms. Seibenhener made a motion to retain Norman Nash as Chairman. Ms. Holliman seconded, and so carried unanimously.

Ms. Holliman made a motion to retain Robert Chaapel as Vice-Chairman. Ms. Seibenhener seconded, and so carried unanimously.

Ms. Seibenhener made a motion to appoint Steve Pruitt as Executive Secretary. Vice-Chairman Chaapel seconded, and so carried unanimously.

Ms. Seibenhener made a motion to appoint Ginger Roderick as Recording Secretary. Vice-Chairman Chaapel seconded, and so carried unanimously.

Ms. Seibenhener made a motion to appoint Steve Pruitt as Chief Appraiser. Ms. Holliman seconded, and so carried unanimously.

Ms. Holliman made motion to appoint Stewart Oliver as Deputy Chief Appraiser. Ms. Seibenhener seconded, and so carried unanimously.

Mr. Pruitt made recommendation to appoint Cheryl O'Kelley as Personal Property Manager. Ms. Seibenhener made motion to appoint Cheryl O'Kelley as Personal Property Manager. Ms. Holliman seconded, and so carried unanimously.

Ms. Seibenhener made a motion for the 2013 Board of Assessors meetings to be held the first and third Wednesday of each month at 9:00 a.m. Ms. Holliman seconded, and so carried unanimously.

Chairman Nash asked for approval of the Agenda. Mr. Pruitt asked that Exhibit C, Review of Auto Tag, Changes; be removed from agenda. Ms. Seibenhener made motion to approve the Agenda with the removal of Exhibit C, Review of Auto Tag Changes. Ms. Holliman seconded, and so carried unanimously.

The Board reviewed the minutes of December 19, 2012. Chairman Nash asked if there were any corrections or additions to be made. Ms. Seibenhener made a motion to approve minutes. Ms. Holliman seconded, and so carried unanimously.

Under Old Business was Legal Opinions. CUVA – 5 acres denied CUVA for 2nd term. Question – Should property be considered. Property owner has goats and does file IRS forms for Agricultural. A Superior Court appeal has been filed.

Next under Old Business was Value Update. Mr. Pruitt informed the Board that for 2012 there are approximately 15 appeals left to be heard by Board of Equalization or Superior Court.

Next under Old Business was Manatron Update. Mr. Pruitt informed the Board that Manatron is working well. The motor vehicle process should be electronic by 2/1/13. There will be an RFP going out for a contractor to handle the motor vehicle appeals. The RFP should go out around 1/4/13.

Next under New Business was Review of Homestead Exemptions, Exhibit A. Ms. Seibenhener made a motion to approve Exhibit A. Ms. Holliman seconded, and so carried unanimously.

Next under the New Business was Review of Exemption Questionnaires, Exhibit B. Ms. Seibenhener made a motion to approve Exhibit B. Vice-Chairman Chaapel seconded, and so carried unanimously.

Next under New Business Was Review of Auto Tag, Changes, Exhibit C. This was removed from agenda.

Next under New Business was Review of Designation to Receive Property Tax Returns, Exhibit D. Ms. Holliman made motion to approve Exhibit D. Vice-Chairman Chaapel seconded, and so carried unanimously.

Next under New Business was Review of Tax Appeal Log, Exhibit E. Exhibit E is for information only and requires no action by the Board.

Under Other Business, Chairman Nash asks if there was any Administrative Update. Mr. Pruitt informed the Board there were only 11 applications filed for the Residential Manager position, none of these were internal.

Next under Other Business - Policy Discussions. None at this time.

Chairman Nash asked if there was any or other business to be discussed. There being none Ms. Holliman made motion to adjourn. Ms. Seibenhener seconded and so carried unanimously.