

## **Lyon Twp Board of Review**

### **Organizational Meeting Minutes-3/2/2021**

Lyon Township implemented teleconferencing options for this meeting for compliance.

Conference Dial in Number: 1-602—580-9376, Access Code #: 4583082#

Meeting of the Lyon Twp Board of Review was called to order at 11:03 am by Brian Cook

#### **Present on conference call:**

Brian Cook, Marie Thompson, Steve Collini, John Schalk, Julie Tatro. Late: Phil Priebe

#### **New Business**

- Appointment of roles for new Board of Review:
  - Brian Cook was nominated for Board of Review Chairman
    - Unanimously approved. Motion carried
  - Marie Thompson was nominated for Board of Review Secretary
    - Unanimously approved. Motion carried
- Discussion on roles and practices of Board of Review since all members are new to their positions
- Printed copies of all needed paperwork for each appeal appointment to be picked up by members at the township hall
- Only a few appointments are set up thus far and will be printed for all members, including alternates. Residents wishing to appeal have been told to have their paperwork submitted at the township hall by Friday. Paperwork for any last-minute appointments will be emailed to all members.
- Tatro will email any updates or issues that come in this week
- Board has requested a list of contact information for all BOR members and alternates to be emailed to all members
- Discussed process of BOR appointments: Residents come in and submit their paperwork providing valid documentation to support their argument, the board hears their appeal and reviews all documentation. Board will meet on the following Friday to go over each submission during the wrap up meeting and determine outcome. Tatro will attend the wrap up meeting to answer any questions. Reason for decisions are to be spelled out on the 4035 form.
- All Meetings are open to the public, but appeals are only heard on March 8<sup>th</sup> and 9<sup>th</sup>
  - If someone calls/enters into the open meeting wanting to appeal, they have to go to the township website and download the form, email it to the assessor and

then it will be presented to the board. Their contact information will be collected in the event that follow-up contact is required.

- After appeals are decided, board members will all arrange to sign required paperwork at the township hall upon completion. And will sign the 4037 form once all appeals are completed.
- Time between appeals can be used to review each case and allow discussion on the paperwork and issues presented.
- Discussed options to manage closed session (if needed for personal property appeals) during virtual phone conference.

**Public comment:** None

Motion to adjourn by Steve Collini, second by Brian Cook.

Meeting adjourned at 11:38