

Susan Durham, Director –  
Department of Finance

Sue Willson - Assessment  
Supervisor

Kent



County

Kent County  
Administration Complex  
555 Bay Road  
Dover, DE 19901  
PHONE: (302) 744-2401  
(Handicapped Accessible)

## Assessment Division

### ASSESSMENT REVIEW BOARD MEETING AGENDA

**DATE:** September 19, 2017  
**TIME:** 10:00 AM  
**LOCATION:** **Levy Court Chambers, Kent County Complex**  
Meetings are open to the public

#### Call to order

**Roll call**

Charles Wilt (District 2), Chairman	
Walt Studte (District 4), Vice Chairman	
Ron Eby (District 1)	Daniel String (District 6)
David Fry (District 5)	Susan Durham, Secretary
Timothy Johnson (At Large)	Sue Willson, Assessment Supervisor

#### Additions or deletions to the agenda

#### Adoption of Agenda

#### Approval of meeting minutes of June 28, 2017

#### Old Business:

None

#### New Business:

##### Exemption Requests:

Town of Clayton – Government Exemption Request  
1-04-018.11-01-16.00 (306 & 310 S. Bassett St., Clayton)

Dover Christian Church – Religious Exemption Request  
2-05-075.00-01-04.00 (2055 Forrest Ave., Dover)

**Assessment Appeal Hearing**

Lachhman D. & Manjula Gupta –

5-00-173.00-01-47.00 (1.20 acres - Church Hill Rd., Milford)

5-00-173.00-01-47.01 (1.86 acres - Milford-Harrington Hwy., Milford)

5-00-173.00-01-47.02 (1.05 acres – Milford-Harrington Hwy., Milford)

5-00-173.00-01-47.03 (1.00 acres – Church Hill Rd., Milford)

1. Chairman of the Board or Assignee reads into record a statement identifying appellant's property and the amount of the assessment under appeal.
2. Attorney for the Board explains procedures for the hearing and advises parties of any time limitations.
3. Appellant or his representative is sworn in (unless they are an attorney) and presents their case to the Board.
4. Assessment Office representatives and Board members may question Appellant or any other witness.
5. Assessment Office presents their case.
6. Rebuttal by Appellant.
7. Board considers all evidence submitted than makes a motion to close the hearing followed by a roll-call vote on motion to close.
8. Within 5 business days following the date of the hearing, the Board issues a written statement of its decision.

Robert Paolini – 8-00-129.04-01-38.00; 62 Burning Oak Dr., Felton, DE 19947

1. Chairman of the Board or Assignee reads into record a statement identifying appellant's property and the amount of the assessment under appeal.
2. Attorney for the Board explains procedures for the hearing and advises parties of any time limitations.
3. Appellant or his representative is sworn in (unless they are an attorney) and presents their case to the Board.
4. Assessment Office representatives and Board members may question Appellant or any other witness.
5. Assessment Office presents their case.
6. Rebuttal by Appellant
7. Board considers all evidence submitted than makes a motion to close the hearing followed by a roll-call vote on motion to close.
8. Within 5 business days following the date of the hearing, the Board issues a written statement of its decision.

**Other Business**

**Public Comments**

**Board Comments**

**Next Meeting Date**

**Adjournment**

Note: 29 Del. C. Sec. 10004(e)(2): The agenda items as listed may not be considered in sequence. This agenda is subject to change to include additional items including Executive Sessions, or the deletion of items including Executive Sessions, which arise at the time of the meeting.

POSTING DATE: September 12, 2017  
POSTING TIME: 10:00 am  
POSTED BY: Susan Durham  
TAKE DOWN DATE: September 20, 2017