

Northampton Tax Collection Committee
Meeting Minutes
August 14, 2025

A special meeting of the Northampton Tax Collection Committee (“TCC”) was held on August 14, 2025, in the Bethlehem Township Municipal Building at 4225 Easton Avenue, Bethlehem, PA. The meeting was called to order at 8:30 a.m.

Roll Call

To begin the meeting, the following delegates/alternate delegates totaling 29 (82.56% of the weighted average vote) were present:

Allen Township: Alfred Pierce
Bangor Borough: Stephen Reider
Bangor Area School District: Donna Storrs
Bath Borough: Bradford Flynn
Bethlehem Area School District: Arutyun Aristakesian
Bethlehem City: Linnea Lazarchak
Bethlehem Township: Andrew Freda
East Allen Township: Brent Green and Chris Wentz
East Bangor Borough: Bonnie Due
Easton City: Mark Lysnecky
Forks Township: Kacee Stout
Hanover Township: Jay Finnigan
Hellertown Borough: David Bonenberger
Lehigh Township: Lori Lambert
Lower Mount Bethel Township: Megan Hart
Lower Nazareth Township: Tammi Dravec
Lower Saucon Township: David Bonenberger
Moore Township: Stephen Nowroski
Nazareth Borough: Alfred Pierce
Nazareth Area School District: Stewart Whiteleather
Northampton Borough: James Mehnert
Northampton Area School District: Craig Neiman
Palmer Township: James Farley and Rebecca Frederick
Pen Argyl: Robin Zmoda
Plainfield Township: Nick Steiner
Saucon Valley School District: David Bonenberger
Upper Nazareth Township: Brian Sayago
Williams Township: Melody Ernst and Hannah Werner
Wilson Area School District: Stephanie Arnold

Also present were Administrative Director Nicole Beckett, Solicitor Michael Gaul of King Spry, and Robin Kocher, Michael Manzella, and Jayson Lawson from Tax Officer Keystone Collections.

The following PSDs (16) were not present: Bushkill Township, Chapman Borough, Easton Area School District, Fountain Hill Borough, Freemansburg Borough, Glendon Borough, Pen Argyl Area School District, Portland Borough, Roseto Borough, Stockertown Borough, Tatamy Borough, Upper Mount Bethel Township, Washington Township, West Easton Borough, Wind Gap Borough, and Wilson Borough.

Approval of Agenda and Any Amendments

On a motion by Bonenberger, seconded by Steiner, the agenda for this morning's meeting, as presented, was approved unanimously.

Public Comment

There were no comments or questions from the public.

Approval of Minutes -TCC Meetings of April 10, 2025

On a motion by Due, seconded by Zmoda, the minutes of the April 10, 2025, meeting were approved unanimously, as presented.

Meyner Center Resignation for Administrative Director/Secretary/Right-to-Know Officer/TCC Tax Officer/Project Coordinator

On a motion by Bonenberger, seconded by Reider, the TCC unanimously voted to approve and accept the resignation letter from the Meyner Center effective upon appointment of the new Administrative Director.

Appointment of Administrative Director/Secretary/Right-to-Know Officer/TCC Tax Officer/Project Coordinator - Chris DeFrain of Chris DeFrain Consulting LLC

Chairman Finnegan reported that he and Jennifer Smethers interviewed two candidates for the administrative director position in May. They are recommending the appointment of Chris DeFrain of Chris DeFrain Consulting, LLC. Mr. DeFrain has an accounting background and also serves on Emmaus Borough Council. He also serves as the administrator for LTCC. There was a conflict with Attorney Gaul reviewing the professional services agreement, so they brought on Attorney Broughal to review and approve the contract as presented to NTCC for action.

On a motion by Pierce, seconded by Freda, Chris DeFrain of Chris DeFrain Consulting LLC was appointed as the TCC's Administrative Director/Secretary/Right-to-Know Officer/TCC Tax Officer/Project Coordinator unanimously.

Approval of Professional Services Contract with New Administrative Director

On a motion by Bonenberger, seconded by Reider, the TCC voted unanimously to approve the proposed Professional Services Contract with Chris DeFrain Consulting LLC for Chris DeFrain to serve as the TCC's new Administrative Director/Secretary/Right-to-Know Officer/TCC Tax Officer/ Project Coordinator, in the form presented.

Approval of Storage for the TCC Files

After lengthy discussion regarding the storage of the TCC Files, on a motion by Steiner, seconded by Zmoda, the TCC voted unanimously to authorize the Chairman or the Secretary to arrange for the storage of the NTCC records with a third party, sign a Storage Agreement, pay costs for storage, all subject to the Solicitor's review and approval.

Approval of the Treasurer's Report

Time Period Covering **December 1, 2024 through August 1, 2025**

BEGINNING BALANCE (December 31, 2024)	\$ 27,515.20
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REVENUES

Deposits	\$ 28,127.37
Interest Earnings	\$ 118.81
TOTAL REVENUE	\$ 55,761.38

EXPENSES

IT	\$ -
Website	\$ -
Audit Fees	\$ -
Legal Fees	\$ 15,663.50
Advertising	\$ 317.66
Bank Service Charges	\$ 238.32
Other General Government Admin	\$ -
Professional Services	\$ 2,640.00
Legislative Governing Body -	\$ -
Other Insurance	\$ 2,855.00

TOTAL EXPENSES	\$ 21,714.48
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ENDING BALANCE	\$ 34,046.90
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Uncleared Transactions as of 07/31/2025	\$ -493.19
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FINAL ENDING BALANCE (July 31, 2025)	\$ 33,553.71
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Approval of the Invoices

On a motion by Bonenberger, seconded by Steiner, the invoices totaling \$21,714.48 were approved unanimously.

Tax Officer Report: Approval of Tax Officer Project Coordinator

No action was taken and this item will return to the October agenda.

Brian Sayago, Upper Nazareth Township, asked about accessing the records pertaining to out of state employers and self-employed taxpayers. He continues to request a quarterly report for all years outstanding. Mr. Green mentioned the audit letter and the details provided in that report. There are totals which may be helpful.

Administrative Director Report: Authorize Redesign of Website by Administrative Director

On a motion by Reider, seconded by Steiner, the TCC voted unanimously to authorize the Administrative Director to redesign the TCC Website.

Approval of the 2024 Audit

On a motion by Bonenberger, seconded by Reider, the 2024 Audit was approved unanimously.

Solicitor Report

There was no report given.

Public Comment

There was no public comment.

Executive Session (Personnel/Contract Matters)

There was no executive session.

Old/New Business

There was no old/new business.

Adjournment

Motion made by Bonenberger, seconded by Green, to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Nicole Beckett
Northampton TCC Recording Secretary for the Meeting