

Northampton County TCC
Meeting Minutes
October 12, 2023

A regular meeting of the Northampton TCC was held on October 12, 2023, 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 25 (55.55% of the weighted average vote) were present:

Allen Township: Alfred Pierce
Bangor Area School District: Donna Storrs
Bethlehem Area School District: Arutyun Aristakesian
Bethlehem City: Linnea Lazarchak
Bethlehem Township: Andrew Freda
East Bangor Borough: Bonnie Due
Easton City: Mark Lysnecky
Easton Area School District: Julie Gerbino
Forks Township: Kacee Stout
Fountain Hill Borough: Cordula Voges
Hanover Township: Jay Finnigan
Hellertown Borough: David Bonenberger
Lehigh Township: Lori Lambert and Mary Trexler
Lower Nazareth Township: Tammi Dravec
Lower Saucon Township: David Bonenberger
Lower Mount Bethel Township: Jennifer Smethers
Moore Township: Nicholas Steiner
Nazareth Borough: Alfred Pierce
Nazareth Area School District: Stuart Whiteleather
Palmer Township: James Farley
Pen Argyl: Robin Zmoda
Saucon Valley School District: David Bonenberger
Upper Nazareth Township: Deana Werkheiser
Williams Township: Mel Ernst
Wind Gap: Louise Firestone

Also present were Administrative Director Nicole Beckett, Solicitor Michael Gaul of King Spry, and Tax Officer Rose Harr of Keystone Collections.

The following PSDs (20) were not present: Bangor Borough, Bath Borough, Bushkill Township, Chapman Borough, East Allen Township, Freemansburg Borough, Glendon Borough, Northampton Borough, Northampton Area School District, Pen Argyl Area School District, Plainfield Township, Portland Borough, Roseto Borough, Stockertown Borough, Tatamy

Borough, Upper Mount Bethel Township, Washington Township, West Easton Borough, Wilson Borough, and Wilson Area School District.

Approval of Agenda

On a motion by Zmoda, seconded by Steiner, the agenda for this morning's meeting, as presented with an amendment to add approval of the proposal for 2023-2025 audits as item L.1. was approved unanimously.

Public Comment

There were no comments or questions from the public.

Approval of Minutes -TCC Meetings of April 13, 2023

On a motion by Pierce, seconded by Due, the minutes of the April 13, 2023, meeting were approved unanimously.

Payment of Bills

On a motion by Werkheiser, seconded by Gerbino, payment of the bills was approved unanimously.

Approval of Treasurer's Report

BEGINNING BALANCE		\$ 10,028.66
Deposits	\$ 10,567.00	
Interest	\$ 1.50	
Total Revenue		\$ 20,597.16
Expenses		
Bank Fees	\$ -	
Professional Services	\$ 2,403.88	
Legal Services	\$ 9,824.50	
Financial Audit	\$ 1,600.00	
SSAE Audit	\$ -	
Insurance	\$ 2,845.00	
Advertising	\$ 208.25	
Total Expenses		\$ 16,881.63
ENDING BALANCE		\$ 3,715.53

On a motion by Freda, seconded by Lysnecky, the Treasurer's Report was approved unanimously.

Consideration on the approval of the 2024 Rates for Professional Services (KingSpry and Meyner Center)

The rates presented were \$190/hour for King Spry and \$110/hour for the Meyner Center. On a motion by Pierce, seconded by Farley, the 2024 rates for professional services of KingSpry and the Meyner Center were approved unanimously.

Proposed Resolution 2023-1

Attorney Gaul presented a proposed written resolution titled:

RESOLUTION DIRECTING THE TAX OFFICER TO WITHHOLD A PERCENTAGE AMOUNT OF COLLECTED LOCAL EARNED INCOME TAX REVENUE AS ESTABLISHED BY THE NORTHAMPTON TAX COLLECTION COMMITTEE TO COVER ITS OWN INTERNAL OPERATIONS, EXPENSES AND ADMINISTRATIVE COSTS, AND TO FORWARD THE WITHHELD AMOUNT DIRECTLY TO THE NORTHAMPTON TAX COLLECTION COMMITTEE (proposed Resolution 2023-1)

A full copy of the proposed resolution had also been circulated to the TCC prior to the meeting.

On a motion by Pierce, seconded by Zmoda, proposed Resolution 2023-1 was adopted unanimously.

Approval of the 2024 Proposed Budget

Freda made a motion, seconded by Farley, to approve the proposed budget for 2024, with a revision to include a \$10,000.00 operating reserve. The motion was approved unanimously.

Authorize assessment of PSD and notices

On a motion by Pierce, seconded by Lysnecky, the TCC unanimously approved a PSD assessment in the amount of \$35,000, and notices.

Approval of the Proposal for the 2023-2025 Audit

Werkheiser made a motion, seconded by Due, and approve the proposal for the 2023-2025 NTCC Audits. The motion was approved unanimously.

Authorize advertisement of the 2024 Meeting Dates (March 14 and October 10)

On a motion by Gerbino and Werkheiser, the 2024 meeting dates were authorized to be advertised unanimously.

Follow Up on the TCC Website

No update available.

Tax Officer Report

Harr reported that delinquencies are up 19%. It was noted that 2 notices are sent and there is a wage attachment. Keystone can provide reports, and there were no concerns raised. They can provide overall summary for the last quarter.

Public Comment

Brian Sayago, Upper Nazareth Twp Supervisor, attended the meeting, and offered public comment. He made clear that, although he was Upper Nazareth Twp's primary delegate, he was not present in a voting capacity and that Deana Werkheiser was the Township's voting delegate for the meeting.

Mr. Sayago stated that he asked Keystone for information on the status of delinquent collections and would like to know where the PSDs stand on outstanding delinquencies. He would like to know the number of claims more than a certain dollar amount.

Ms. Harr responded that Keystone could provide more information to him about his municipality, but that the information will not be static, and that often apparent delinquencies are resolved by updated information received by Keystone over time.

Executive Session (Personnel/Contract Matters)

A brief executive session was held related to personnel/contract matters.

New Business

Bonenberger made a motion, seconded by Pierce, to authorize the TCC to advertise for an executive director, and to work with LTCC on a possible share arrangement for executive director services. Motion carried unanimously.

Adjournment

Smethers made a motion, seconded by Pierce, to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Nicole Beckett
Northampton TCC Secretary