

Northampton Tax Collection Committee
Meeting Minutes
March 12, 2026

A meeting of the Northampton Tax Collection Committee (“TCC”) was held on March 12, 2026 in the Bethlehem Township Municipal Building at 4225 Easton Avenue, Bethlehem, PA. The meeting was called to order at 8:31 a.m.

Roll Call

To begin the meeting, the following delegates/alternate delegates totaling 30 (83.26% of the weighted average vote) were present. East Allen Township: Brent Green arrived at 8:50 a.m., as noted below. With his addition, the delegates present and weighted vote increased to 31 delegates/alternates, and 83.90% of the weighted average vote:

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 (arrived at 8:50 a.m.)
East Bangor Borough: Maria Lucas
Easton City: Mark Lysnecky
Easton Area School District: Jack Trent
Forks Township: Kacee Stout
Fountain Hill Borough: Amy Burkhart
Hanover Township: Jay Finnigan
Hellertown Borough: David Bonenberger
Lehigh Township: Suzanne Hawke and Denise Schmall
Lower Mount Bethel Township: Megan Hart
Lower Nazareth Township: Tammi Dravec
Lower Saucon Township: David Bonenberger
Moore Township: Stephen Nowroski
Northampton Area School District: Craig Neiman and Jason Williamson
Palmer Township: James Farley and Rebecca Frederickson
Pen Argyl Borough: Brian Fenstermaker
Pen Argyl School District: Jamie Achenbach and Amanda Adams
Plainfield Township: Nick Steiner
Portland Borough: Lori Sliker
Roseto Borough: Kenneth Tillman
Saucon Valley School District: David Bonenberger
Upper Nazareth Township: Deanne Werkheiser
Williams Township: Melody Ernst and Hannah Werner
Wilson Area School District: Janear Hankerson
Wind Gap Borough: Louise Firestone

Also present were Administrative Director/NTCC Secretary Chris DeFrain, Solicitor Michael Gaul of King Spry, and Jason Winters, Rose Harr, and Teresa Wallace from Tax Officer Keystone Collections.

The following PSDs (14) were not present: Allen Township, Bushkill Township, Chapman Borough, Freemansburg Borough, Glendon Borough, Nazareth Area School District, Nazareth Borough, Northampton Borough, Stockertown Borough, Tatamy Borough, Upper Mount Bethel Township, Washington Township, West Easton Borough, and Wilson Borough.

Annual Reorganization

D. Bonenberger nominated Jay Finnigan for Chairman, Brent Green for Vice-Chairperson, and Bradford Flynn for Treasurer. K. Tillman seconded the nominations. The following were unanimously elected TCC officers:

Chairman:	Jay Finnigan
Vice-Chairperson:	Brent Green
Treasurer:	Bradford Flynn

On a motion made by K. Tillman, seconded by D. Bonenberger, the following appointments were unanimously approved:

Secretary:	Chris DeFrain of Chris DeFrain Consulting LLC
Right to Know Officer:	Chris DeFrain of Chris DeFrain Consulting LLC
Administrative Director:	Chris DeFrain of Chris DeFrain Consulting LLC
Solicitor:	Michael Gaul of King Spry
Insurance Agency:	Kressler, Wolf, and Miller
Tax Appeal Board:	Brad Flynn, Bath Borough
	James Farley, Palmer Township
	Stephanie Arnold, Wilson School District
	Nick Steiner, Plainfield Township, 1st alternate
	Linnea Lazarchak, Bethlehem City, 2nd alternate

Approval of Agenda and Any Amendments

On a motion by Tillman, seconded by Bonenberger, the posted agenda for this morning's meeting was approved unanimously.

Chairman Finnigan made a Motion to amend the Agenda to move the Executive Session above old Item G, and to add the following Agenda item prior to the "RFP 2027 Collection Contract/Execute Keystone Proposal" :

Resolution Approving a Fifth Addendum to Tax Collection Agreement and Confirming the Appointment of the Tax Officer Through the Extended Term of the Tax Collection Agreement (Keystone Extension; 5 or 8 Years).

Chairman Finnigan confirmed that the amendment was for clarity and expediency. The Motion was

seconded by consensus, and unanimously approved.

Public Comment

There were no comments or questions from the public.

Approval of Minutes -TCC Meetings of October 9, 2025

On a motion by Bonenberger, seconded by Tillman, the minutes of the October 9, 2025, meeting were approved unanimously, as presented.

Approval of Weighted Average Voting System for 2026

On a motion by Aristakesian, seconded by Werkheiser, the 2026 weighted average vote system was approved unanimously, as presented.

APPROVAL OF RESOLUTION 2026-1 – RESOLUTION APPROVING A FIFTH ADDENDUM TO TAX COLLECTION AGREEMENT AND CONFIRMING THE APPOINTMENT OF THE TAX OFFICER THROUGH THE EXTENDED TERM OF THE TAX COLLECTION AGREEMENT

Representatives from Keystone Collections briefly spoke about the services and their long history with the tax collection committee. Jayson Lawson primarily represented Keystone Collections.

Representatives from Berkheimer briefly spoke about their services and what they can offer to the tax collection committee. Chuck Clifford primarily represented Berkheimer along with Chad Blaskey and Ashley Rowe.

On a motion by Finnigan, seconded by Bonenberger, an Executive Session to discuss personnel and legal matters with the Solicitor was approved unanimously.

At 8:42 AM, the TCC went into Executive Session to discuss personnel and legal matters with the Solicitor.

At 8:50 AM, on a motion by Finnigan, seconded by Bonenberger, the TCC voted unanimously to come out of Executive Session and continue with its public meeting.

East Allen Township delegate Brent Green arrived at 8:50 AM.

After reconvening the public meeting, Solicitor Gaul presented draft TCC Resolution 2026-01, Resolution Approving a Fifth Addendum to Tax Collection Agreement and Confirming the Appointment of the Tax Officer Through the Extended Term of the Tax Collection Agreement. The Resolution and proposed Fifth Addendum provided for (i) an eight (8) year extension of the tax collection agreement, and (ii) a lowering of the commission rate for the years 2026 through 2035 from 1.22% to 1.19% of the current tax distributed by the Tax Officer to NTCC Taxing Authorities with the new rate being effective as of January 1, 2026 and continuing thereafter. Copies of the draft Resolution were distributed to delegates both prior to and during the meeting.

On a motion by Bonenberger, seconded by Farley, Resolution 2026-1 was adopted unanimously.

Approval of the Treasurer's Report

TCC Treasurer Brad Flynn presented his report for the Time Period Covering **August 31, 2025, through December 31, 2025**

BEGINNING BALANCE (December 31, 2024)	\$ 27,515.20
REVENUES	
Deposits	\$ 28,127.37
Interest Earnings	\$ 206.83
<u>TOTAL REVENUE</u>	<u>\$ 55,849.40</u>
EXPENSES	
IT	\$ -
Website	\$ -
Audit Fees	\$ -
Legal Fees	\$ 26,798.37
Advertising	\$ 317.66
Bank Service Charges	\$ 273.32
Other General Government Admin	\$ -
Professional Services	\$ 6,834.19
Legislative Governing Body - Other	\$ -
Insurance	\$ 2,855.00
<u>TOTAL EXPENSES</u>	<u>\$ 37,078.54</u>
<u>ENDING BALANCE</u>	<u>\$ 18,770.86</u>
Uncleared Transactions as of 12/31/2025	\$ -
<u>FINAL ENDING BALANCE (December 31, 2025)</u>	<u>\$ 18,770.86</u>

Time Period Covering **January 1, 2026 through January 31, 2026**

BEGINNING BALANCE (December 31, 2025) **\$ 18,770.86**

REVENUES

Deposits	\$	-
Interest Earnings	\$	6.93

<u>TOTAL REVENUE</u>	\$	<u>18,777.79</u>
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EXPENSES

IT	\$	-
Website	\$	-
Audit Fees	\$	-
Legal Fees	\$	-
Advertising	\$	-
Bank Service Charges	\$	-
Other General Government Admin	\$	-
Professional Services	\$	-
Legislative Governing Body - Other	\$	-
Insurance	\$	-

<u>TOTAL EXPENSES</u>	\$	<u>18,777.79</u>
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<u>ENDING BALANCE</u>	\$	<u>18,770.86</u>
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Uncleared Transactions as of 01/31/2026	\$	(1,444.25)
New Transactions as of 01/31/2026	\$	(3,792.13)

<u>FINAL ENDING BALANCE (January 31, 2026)</u>	\$	<u>13,541.41</u>
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On a motion by Bonenberger, seconded by Farley, the Treasurer's Reports were approved unanimously, as presented.

Approval of the Invoices

On a motion by Werkheiser, seconded by Reider, the invoices totaling \$17,990.07 were approved unanimously.

Authorization to Update Rules and Regulations

On a motion by Nowroski, seconded by Farley, the TCC voted unanimously to authorize the

Solicitor to review and update the NTCC Rules and Regulations.

Tax Officer Report:

A comparison report on collections was given by Keystone Collections representative Harr.

Administrative Director Report

Administrative Director DeFrain reported on NTCC's storage of records.

Authorization to Purchase Drop Box at NTCC Expenses for Digitizing of Records

On a motion by Bonenberger, seconded by Tillman, purchase of a Drop Box for the Digitizing of NTCC Records was approved unanimously.

Authorization to Purchase a Fireproof Safe for the Storage of NTCC Records

On a motion by Bonenberger, seconded by Lazarshak, the purchase of a fireproof safe for the storage of NTCC records was approved unanimously.

Solicitor's Report

Solicitor Gaul stated he had no report.

Old/New Business

There was no old/new business.

Public Comment

Rose Harr from Keystone Collections thanked everyone for their continued support in extending the Keystone Collections contract.

Adjournment

Motion made by Bonenberger, seconded by Bonenberger, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:08 AM.

Respectfully submitted,

Chris DeFrain
Northampton TCC Secretary