

**Northampton County TCC
Meeting Minutes
December 12, 2024**

A regular meeting of the Northampton TCC was held on December 12, 2024, 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 26 (57.77% of the weighted average vote) were present:

Allen Township: Alfred Pierce
Bath Borough: Bradford Flynn
Bethlehem Area School District: Arutyun Aristakesian
Bethlehem City: Linnea Lazarchak
Bethlehem Township: Andrew Freda
East Allen Township: Christine Wentz
East Bangor Borough: Bonnie Due
Forks Township: Kacee Stout
Hanover Township: Jay Finnigan
Hellertown Borough: David Bonenberger
Lehigh Township: Denise Schmall
Lower Mount Bethel Township: Jennifer Smethers
Lower Nazareth Township: Tammi Dravec
Lower Saucon Township: David Bonenberger
Moore Township: Stephen Nowroski
Nazareth Borough: Alfred Pierce
Nazareth Area School District: Stuart Whiteleather
Northampton Area School District: Craig Neiman
Palmer Township: James Farley
Pen Argyl: Robin Zmoda
Portland Borough: Lori Sliker
Roseto Borough: Kenneth Tillman
Saucon Valley School District: Gina Dinino
Upper Nazareth Township: Brian Sayago
Williams Township: Melody Ernst and Hannah Warner
Wind Gap: Louise Firestone

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

The following PSDs (19) were not present: Bangor Borough, Bangor Area School District, Bushkill Township, Chapman Borough, City of Easton, Easton Area School District, Fountain Hill, Freemansburg Borough, Glendon Borough, Northampton Borough, Pen Argyl Area School District, Plainfield Township, 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 Flynn, seconded by Zmoda, the TCC voted unanimously to approve the agenda for this morning's meeting, as presented.

Public Comment

There were no comments or questions from the public.

Approval of Minutes -TCC Meetings of August 8, 2024

On a motion by Tillman, seconded by Due, the minutes of the August 8, 2024 meeting were approved unanimously.

Payment of Bills

On a motion by Freda, seconded by Nowroski, the bills were approved unanimously.

Approval of Treasurer's Report

BEGINNING BALANCE	\$34,459.66
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Deposits	\$0.00
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Interest	\$76.41
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Total Revenue	\$34,536.07
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Expenses

Bank Fees	\$0.00
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Professional Services	\$0.00
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Legal Services	\$3,304.50
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Financial Audit	\$3,600.00
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SSAE Audit	\$0.00
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Insurance	\$0.00
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Advertising	\$116.37
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Total Expenses	\$7,020.87
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ENDING BALANCE	\$27,515.20
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On a motion by Tillman, seconded by Farley, the Treasurer's Report was approved unanimously.

Consideration on the approval of the 2025 Rates for Professional Services (King Spry and Meyner Center)

The rates presented were \$195/hour for King Spry and \$115/hour for the Meyner Center. On a motion by Pierce, seconded by Nowroski, the 2025 rates for professional services of King Spry and the Meyner Center were approved unanimously.

Approval of the 2023 Audit

On a motion by Nowroski, seconded by Tillman, the TCC approved the 2023 Audit unanimously. Treasurer Smethers reported there were no findings.

Approval of the 2025 Proposed Budget

Treasurer Smethers reported on the 2025 Proposed Budget. The TCC discussed adding an assessment for reserves to the draft budget. On a motion by Pierce, seconded by Tillman, the TCC unanimously approved the revised budget to include a \$25,000 assessment for reserves.

Authorize assessment of PSD and notices

On a motion by Pierce, seconded by Nowroski, the TCC approved a \$25,000 assessment to the PSDs and notices unanimously.

Authorize advertisement of the 2025 Meeting Dates (March 13 and October 9)

On a motion by Nowroski, seconded by Flynn, the 2025 meeting dates were authorized to be advertised unanimously.

Authorize placement and payment of TCC Insurance

On a motion by Farley, seconded by Dinino, the TCC authorized the placement and payment of the TCC Insurance with/to Kressler, Wolff & Miller in the same amount as 2024 unanimously.

Resolution approved Data Retention Policy

Solicitor Gaul spoke to Resolution 2024-01 regarding deleting/destroying records over seven (7) years old. On a motion by Sayago, seconded by Nowroski, the TCC approved Resolution 2024-01 Directing the Tax Officer to Delete and/or Destroy Taxpayer Personally Identifiable Information that is Older than Seven Years unanimously.

Tax Officer Report

Harr introduced Jayson Lawson and Theresa Wallace from Keystone Collections Group. Harr reported that collections are up \$2.5 million or 2 percent through November. She further explained delinquencies are down \$766,000 or 9.8 percent which was expected given Keystone collected two (2) years of delinquencies last year and this year they only collected one year of delinquencies.

Executive Session

The TCC recessed for an executive session to discuss the tax collector bond. No action was taken.

Discussion and Action on Tax Collector Bond

Solicitor Gaul explained that the change in surety is actually better for the TCC. The problem arose in that Keystone Collections Group did not go through the TCC for approval of the changes. On a motion made by Bonenberger, seconded by Pierce, the TCC voted to accept the Tax Collector Bond unanimously.

Approval of the Solicitation Process for a new TCC Administrative Director/NTCC Secretary

This matter was previously approved by the TCC. No action needed.

Public Comment

There were no questions or comments from the public.

New Business

No new business.

Adjournment

On a motion made by Pierce, seconded by Farley, the meeting was adjourned.

Respectfully submitted,

Nicole Beckett