

Northampton County Tax Collection Committee
Meeting Minutes
August 8, 2024

A regular meeting of the Northampton TCC was held on August 8, 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 28 (62.22% of the weighted average vote) were present:

Allen Township: Alfred Pierce
Bangor Area School District: Donna Storrs
Bath Borough: Bradford Flynn
Bethlehem Area School District: Frank Pearn
Bethlehem City: Linnea Lazarchak
Bethlehem Township: Andrew Freda
Bushkill Township: Belinda Roberts
East Allen Township: Brent Green
East Bangor Borough: Bonnie Due
Easton City: Mark Lysnecky
Forks Township: Kacee Stout
Fountain Hill Borough: Jill Fessler
Hanover Township: Jay Finnigan and Mark Hudson
Hellertown Borough: David Bonenberger
Lehigh Township: Lori Lambert and Denise Schmall
Lower Nazareth Township: Tammi Dravec
Lower Saucon Township: David Bonenberger
Lower Mount Bethel Township: Jennifer Smethers
Moore Township: Stephen Nowroski
Nazareth Borough: Alfred Pierce
Nazareth Area School District: Nancy Ducey
Northampton Area School District: Craig Neiman
Palmer Township: James Farley and Rebecca Frederick
Plainfield Township: Paige Stefanelli
Roseto Borough: Kenneth Tillman
Saucon Valley School District: David Bonenberger
Upper Nazareth Township: Brian Sayago
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 (17) were not present: Bangor Borough, Chapman Borough, Easton Area School District, Freemansburg Borough, Glendon Borough, Northampton Borough, Pen Argyl Borough, Pen Argyl Area School District, Portland Borough, Stockertown Borough, Tatamy Borough, Upper Mount Bethel Township, Washington Township, West Easton Borough, Williams Township, Wilson Borough, and Wilson Area School District.

Annual Reorganization

On a motion by Mr. Pierce, seconded by Mr. Flynn, the individuals currently serving as Chairman (Finnigan), Vice-Chairperson (Smethers), and Treasurer (Smethers) were appointed to the same positions; the motion passed unanimously. On a motion made by Mr. Pierce, seconded by Mr. Green, the following appointments passed unanimously:

Secretary	Nicole Beckett of the Meyner Center
Right to Know Officer	Nicole Beckett of the Meyner Center
Administrative Director	Nicole Beckett of the Meyner Center
Solicitor	Michael Gaul of King Spry
Insurance Agency	Kressler, Wolf, and Miller

On a motion by Mr. Pierce, seconded by Mr. Flynn, the appointments of the Tax Appeal Board were approved unanimously and included the following members:

Robin Zmoda, Pen Argyl Borough
James Farley, Palmer Township
Stephanie Arnold, Wilson School District
Robert Williams, Palmer Township, 1st alternate
Brad Flynn, Bath Borough, 2nd alternate

Approval of Agenda and Any Amendments

On a motion by Freda, seconded by Lysynecky, 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 October 12, 2023

On a motion by Tillman, seconded by Flynn, the minutes of the October 12, 2023, meeting were approved unanimously.

Approval of Weighted Average Vote System for 2024

On a motion by Green, seconded by Flynn, the 2024 weighted average vote system was approved unanimously.

Payment of Bills

On a motion by Due, seconded by Stefanelli, payment of the bills was approved unanimously.

Approval of Treasurer's Report and Payment of Bills

FINANCIAL REPORT		
October 1, 2023, to July 31, 2024		
BEGINNING BALANCE		\$ 8,596.84
Deposits	\$ 35,000.00	
Interest	\$ 199.25	
Voided Check #2118	\$ 143.88	
Total Revenue		\$ 43,939.97
Expenses		
Bank Fees	\$ -	
Professional Services	\$ 1,377.63	
Legal Services	\$ 5,144.00	
Financial Audit	\$ -	
SSAE Audit	\$ -	
Insurance	\$ 2,855.00	
Advertising	\$ 103.68	
Total Expenses		\$ 9,480.31
ENDING BALANCE		\$ 34,459.66

On a motion by Neiman, seconded by Lysnecky, the Treasurer's Report and one invoice totaling \$1,007 was approved unanimously.

Tax Officer Report

Rose Harr of Keystone Collections Group provided the Public Funds Audit Report (Yellow Book Audit) to the NTCC members. On a motion made by Due, and seconded by Stefanelli, the Public Funds Audit Report was accepted and approved unanimously.

Public Comment

There was no public comment.

Executive Session (Personnel/Contract Matters)

There was no executive session.

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