

Northampton County TCC  
Meeting Minutes  
April 10, 2025

A regular meeting of the Northampton TCC was held on April 10, 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 (64.44% 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  
East Bangor Borough: Bonnie Due  
Easton City: Mark Lysnecky  
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: Nancy Ducey  
Northampton Area School District: Craig Neiman  
Palmer Township: James Farley  
Pen Argyl: Robin Zmoda  
Plainfield Township: Paige Stefanelli  
Portland Borough: Lori Sliker  
Saucon Valley School District: David Bonenberger  
Upper Nazareth Township: Brian Sayago  
Williams Township: Melody Ernst  
Wind Gap: Louise Firestone

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

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

#### Annual Reorganization

On a motion by Mr. Pierce, seconded by Mr. Bonenberger, the following individuals were elected as the 2025 Executive Officers: Chairperson (Jay Finnigan), Vice-Chairperson (Brent Green), and Treasurer (Bradford Flynn); the motion passed unanimously.

On a motion made by Mr. Pierce, seconded by Mr. Bonenberger, 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
Tax Appeal Board:	Robin Zmoda, Pen Argyl Borough James Farley, Palmer Township Stephanie Arnold, Wilson School District Robert Williams, Palmer Township, 1 <sup>st</sup> alternate Brad Flynn, Bath Borough, 2 <sup>nd</sup> alternate

#### Approval of Agenda, and any Amendments

On a motion by Pierce, seconded by Farley, 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 December 12, 2024

On a motion by Flynn, seconded by Pierce, the minutes of the December 12, 2024 meeting were approved unanimously.

#### Approval of Weighted Average Voting System for 2025

On a motion by Zmoda, seconded by Bonenberger, the 2025 weighted average voting system was approved unanimously, as presented.

#### Approval of Treasurer's Report

Smethers reviewed the treasurer's report and explained that the deposit was a reimbursement from Keystone Collections Group for the TCC's legal costs to review the new Tax Officer bond. On a motion by Stefanelli, seconded by Green, the Treasurer's Report was approved unanimously.

<b>BEGINNING BALANCE</b>		<b>\$27,515.20</b>
Deposits	\$3,011.00	
Interest	\$40.11	
<b>Total Revenue</b>		<b>\$30,566.31</b>
<b>Expenses</b>		
Bank Fees	\$238.32	
Professional Services	\$2,640.00	
Legal Services	\$10,320.50	
Financial Audit	\$0.00	
SSAE Audit	\$0.00	
Insurance	\$2,855.00	
Advertising	\$116.37	
<b>Total Expenses</b>	<b>\$16,170.19</b>	
<b>ENDING BALANCE</b>		<b>\$14,396.12</b>

Approval of Invoices

On a motion by Bonenberger, seconded by Stefanelli, the following invoices totaling \$460.48 were approved unanimously.

Aabaca Small Business:       \$259.19  
The Morning Call:               \$201.29

Tax Officer Report

Harr reported that collections are up 5.5% through March 31, 2025. Delinquent collections are down about \$85,000, but they are waiting on final returns to be filed. Collection letters will be mailed on April 16<sup>th</sup>. Keystone started a live chat option for filers who need assistance. In the month of March, approximately 700 filers used the live chat option. To date, approximately 1,200 filers have utilized the new feature.

Pierce stated he is waiting on the report regarding residents working out of state. He would like to know how many there are, and how many Keystone is collecting. Harr will look into this further.

#### Administrative Director's Report

1. Services of the Meyner Center – Finnigan stated that the Request for Proposals was advertised and two individuals expressed interest. The deadline for applications is tomorrow. Interviews will be conducted and a new Administrative Director will be in place before the end of the year. A contract will need to be prepared for the new Administrative Director. If Attorney Gaul has a conflict in preparing the contract, special counsel will need to be retained. On a motion by Bonenberger, seconded by Pierce, the Chairman was authorized to engage special counsel to prepare the Administrative Director contract if the TCC Solicitor has a conflict.
2. Update on Website – Beckett stated the design for the new website will be undertaken by the new Administrative Director.

#### Update on the 2024 Audit

Smethers stated the 2024 audit is nearly complete. The approval of the audit will be placed on the next meeting agenda.

#### Executive Session

There was no executive session.

#### Old/New Business

There was no old/new business.

#### Public Comment

There were no comments or questions from the public.

#### Adjournment

On a motion by Pierce, seconded by Flynn, the meeting was unanimously adjourned.

Respectfully submitted,

Nicole Beckett  
Northampton TCC Secretary