

AGENDA

Blair County Tax Collection Committee – BCTCC

November 11, 2020 – 5:00 pm
Blair County Tax Collection Bureau
Board Room, Duncansville, PA

SIGN IN – All delegates and other attendees are to respond to roll call.

CALL TO ORDER – John Clark, Chairperson

ROLL CALL – (Quorum Determination – Minimum of 19)

Anyone who has not completed their financial ethics statement that was **due May 1st**, the form is available at www.ethics.state.pa.us or from the secretary.

MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

PUBLIC COMMENT PERIOD

OLD BUSINESS:

1. **Motion** to approve minutes of September 21, 2020 meeting.
2. **Motion** to approve Treasurer's Reports and Budget Reports for the periods ending September 30th and October 31st, 2020

REPORT FROM EXECUTIVE DIRECTOR

1. Collection/Distribution Summary
2. Costs Collected (**exhibit A**)
3. Individual Tax Filings/Failure to File Notices

COMMITTEES:

a. **AUDIT COMMITTEE** – Kathy Hazenstab, Chairperson
Members: Open seat

- 1) No business

b. **BUILDINGS & GROUNDS COMMITTEE** – John Clark, Chairperson
Members: Dave Worthing, Jim Gehret

- 1) No business

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c. FINANCE COMMITTEE – Tiffany Noonan, Chairperson

Members: John Clark, Peggy Halleran, Stacy Lovrich, AC Stickel

1) **Motion** to approve the 2021 Budget as presented (**exhibit B**)

2) **Motion** to approve the Schedule of Cost of Collection labeled Schedule A effective January 1, 2021. (**exhibit C-1 and C-2**)

3) **Motion** to maintain the following tax collection commission rates for the 2021 calendar year. Local Earned Income Tax and Flat Rate Occupation Tax commission rate of 3.0%. Local Services Tax commission rate of 2.50%,

d. PERSONNEL COMMITTEE – Michelle Smithmyer, Chairperson

Members: Omar Strohm, open seat

1) Staffing Report

- i. Executive Director, Angela Whetstine – 01/01/11
- ii. Tax Office Supervisor – Jennifer Smouse - 2/28/11
- iii. Tax Specialist – Shelley Ridenour – 12/17/12
- iv. Tax Specialist – Colleen Ryan – 06/08/15
- v. Tax Clerk – Verene Evans – 08/21/13
- vi. Tax Clerk – Emily Sollenberger – 08/14/17
- vii. Tax Clerk – Ann Chiappelli – 07/15/19
- viii. Tax Clerk – Jill Lasek – 10/28/19
- ix. Tax Clerk – Elizabeth Weaver – 11/12/19
- x. Tax Clerk – vacant

2) **Motion** to accept the resignation of Alyssa Bassler as Tax Clerk effective October 16, 2020.

3) **Motion** to approve the starting hourly wage rate for new hire hourly employees as \$13.50 per hour effective January 1, 2021.

4) **Motion** to approve wage increases for the Tax Office Staff Personnel as proposed by the Personnel Committee for the year 2021. (**exhibit D**)

e. EXECUTIVE COMMITTEE – John Clark, AC Stickel, Michelle Smithmyer, Kathy Hazenstab

1) **Motion** to approve a 2.5% salary increase for the Executive Director, Angela Whetstine, in accordance with the 3 year contract approved October 21, 2019.

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NEW BUSINESS: – committee chairpersons please fill in key issues or benchmarks desired for meetings below.

SOLICITOR'S REPORT

REORGANIZATION MEETING:

- 1) Appointment of Temporary Chairperson.
Motion by ___ to nominate ___ as temporary chairperson.
Motion by ___, second by ___ to close nominations and approve ___ as temporary chairperson.

- 2) Appointment of Chairperson
In accordance with the bylaws, John Clark provided notice seeking this office
Motion by ___, second by ___ to approve ___ as chairperson for the period of one year.

- 3) ___ assumes the duties of the chairperson

- 4) Appointment of Vice-Chairperson
In accordance with the bylaws, Michelle Smithmyer provided notice seeking this office.
Motion by ___, second by ___ to approve ___ as vice-chairperson for the period of one year.

- 5) Appointment of Secretary
In accordance with the bylaws, Emily Sollenberger provided notice to seeking this office.
Motion by ___, second by ___ to approve _____ as secretary for the period of one year.

- 6) Appointment of Treasurer
In accordance with the bylaws, Tiffany Noonan provided notice seeking this office.
Motion by ___, second by ___ to approve _____ as treasurer for the period of one year.

- 7) Appointment of Solicitor for 2021
Motion by ___, second by ___ to appoint the law firm of Fanelli & Willett as solicitor for 2021

- 8) Appointment of Depositories

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Motion by ____, seconded by ____ to approve First National Bank and PLGIT (PA Local Government Investment Trust) as depositories for 2021.

9) Appointment of Tax Appeal Board for 2021

Motion by ____, seconded by ____ to reappoint the tax appeal board for 2021 consisting of:

Primary – John Clark, Michelle Smithmyer, Tiffany Noonan
Alternate – Kim VanGorder

10) TCC Board Meeting dates for 2021

Motion by ____, seconded by ____ to approve the following meeting dates for 2021 with a starting time of 5:00 p.m.:

March 22, 2021 (audit review)
May 17, 2021
September 20, 2021
October 18, 2021 (Preliminary Budget Presentation)
November 15, 2021 (Budget Adoption/Reorganization)

11) Review committee assignments for 2021. Any member wishing to serve on a committee can notify the committee chair for appointment.

Future Meetings:

No Meeting in December

Finance Committee Meeting Dates – 2021 starting time 4pm.

Monday, September 20, 2021
Tuesday, October 5, 2021
Monday, October 18, 2021
Tuesday, November 9, 2021

Buildings & Grounds Meeting Dates – 2021

No dates have been scheduled at this time.

***** All meetings and locations are listed on the Blair County Tax Collection Bureau's webpage www.blairtax.org**

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