

AGENDA – As Amended 11/13/23

Blair County Tax Collection Committee – BCTCC

November 13, 2023– 3:00 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 – Jim Gehret, 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 October 16th, 2023 meeting.
2. **Motion** to approve Treasurer’s Reports and Budget Reports for the period October 31, 2023.

REPORT FROM EXECUTIVE DIRECTOR

1. Collection/Distribution Summary
2. Failure to File Notices

COMMITTEES:

a. **AUDIT COMMITTEE** – Kalie Zabrosky, Chairperson
Members: Open seat

1) No business

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

- 1) Plumbing Issue
- 2) **Motion** to amend the agenda to add the contract from CE Wood Construction.
- 3) **Motion** to approve the contract with CE Wood Construction to complete the plumbing project effective 2023.

AGENDA – As Amended 11/13/23

Blair County Tax Collection Committee – BCTCC

c. FINANCE COMMITTEE – Tiffany Noonan, Chairperson

Members: Jim Gehret, Stacy Lovrich, AC Stickel

- 1) **Motion** to approve the 2024 Budget as presented (**Exhibit A**)
- 2) **Motion** to approve Comcast as internet/phone service provider replacing Breezeline. The cost savings will be approximately \$75 per month.
- 3) **Motion** to maintain the following tax collection commission rates for the 2024 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 – Stacey Thomas, Chairperson

Members: Omar Strohm, open seat

- 1) Staffing Report
 - i. Executive Director, Angela Whetstine – 01/01/11
 - ii. Tax Office Supervisor – Michele Brown - 10/10/22
 - iii. Tax Specialist – Delinquent Collections - 1
 - iv. Tax Clerk – Employer Dept - 3
 - v. Tax Clerk – Individual Dept – 4
 - vi. Tax Clerk – Part Time - 1
- 2) **Motion** to approve a 2.50% cost of living pay increase for hourly staff for the 2024 calendar year with an additional performance-based increase up to 1.5% at the discretion of the Executive Director.
- 3) **Motion** to approve the hourly pay rate of \$19.60 for Verene Evans to compensate for added responsibilities. This increase is in place of the cost-of-living increase.
- 4) **Motion** to approve the annual salary of \$52,000 for the Office Manager, Michele Brown.

e. EXECUTIVE COMMITTEE – Jim Gehret, Tiffany Noonan, Michelle Smithmyer, Kalie Zabrosky

- 1) **Motion** to approve the annual salary of the Executive Director, Angela Whetstine, of \$78,780 in accordance with her contract.

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

AGENDA – As Amended 11/13/23

Blair County Tax Collection Committee – BCTCC

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, Jim Gehret 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, Stacey Thomas 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, Michele Brown 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 2024
Motion by ___, second by ___ to appoint the law firm of Fanelli & Willett as solicitor for 2024

AGENDA – As Amended 11/13/23

Blair County Tax Collection Committee – BCTCC

8) Appointment of Depositories

Motion by ____, seconded by ____ to approve First National Bank and PLGIT (PA Local Government Investment Trust) as depositories for 2024.

9) Appointment of Tax Appeal Board for 2024

Motion by ____, seconded by ____ to reappoint the tax appeal board for 2024 consisting of:

Primary – Jim Gehret, Tiffany Noonan, Vacant
Alternate – Kalie Zabrosky

10) TCC Board Meeting dates for 2024

Motion by ____, seconded by ____ to approve the following meeting dates for 2024 with a starting time of **3:00** p.m.:

March 18, 2024 (audit review)
May 20, 2024
September 16, 2024
October 21, 2024 (Preliminary Budget Presentation)
November 18, 2024 (Budget Adoption/Reorganization)

11) Review committee assignments for 2024. 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 – 2024 starting time 2:00 pm.

Monday, September 16, 2024
Tuesday, October 8, 2024
Monday, October 21, 2024
Tuesday, November 5, 2024

Buildings & Grounds Meeting Dates – 2024

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**

MOTION TO ADJOURN

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