

Northampton County TCC
Meeting Minutes
February 24, 2022

The regular meeting of the Northampton TCC was held on February 24, 2022 in the Bethlehem Township Municipal Building. TCC Chairman Jay Finnigan called the meeting to order at 8:30 a.m.

Roll Call

To begin the meeting, the following delegates/alternate delegates (A) totaling 35 (92.83% of the weighted average vote) were present:

Allen	Alfred Pierce (A)
Bangor School District	Mark Schiavone
Bethlehem City	Mark Sivak
Bethlehem School District	Stacy Gober
Bethlehem Township	Andrew Freda
Bushkill	Belinda Roberts
Chapman	John DeFassio
East Allen	Chris Wentz (A)
East Bangor	Bonnie Due
Easton	Mark Lysynecky (A)
Easton School District	Julie Gerbino (A)
Forks	William Donovan
Fountain Hill	Cordula Voges
Hanover	Jay Finnigan
Hellertown	David Bonenberger (A)
Lehigh	Lori Lambert
Lower Mt. Bethel	Jennifer Smethers
Lower Nazareth	Lori Stauffer
Lower Saucon	David Bonenberger (A)
Moore	Nicholas Steiner
Nazareth	Alfred Pierce
Nazareth School District	Stuart Whiteleather
Northampton School District	Matthew Sawarynski
Palmer	Jim Farley (A)
Pen Argyl	Robin Zmoda
Plainfield	Tom Petrucci
Portland	Carol Hummel
Roseto	Cathy Martino
Saucon Valley School District	David Bonenberger (A)
Tatamy	Mark Saginorio
Upper Nazareth	Lisa Klem
Washington	Gail Putvinski
Williams	Mikal Sabatine
Wilson School District	Stephania Arnold

Wind Gap

Louise Firestone

Also present were Administrative Director David Woglom, Solicitor Michael Gaul, and Tax Officers Rose Harr and David Kratzenberg of Keystone Collections.

The following PSDs (10) were not present: Bangor, Bath, Freemansburg, Glendon, Northampton, Pen Argyl School District, Stockertown, Upper Mt. Bethel, West Easton and Wilson.

Annual Reorganization

On a motion by Mr. Pierce, seconded by Mr. DeFassio, the individuals currently serving as Chairman (Finnigan), Vice-Chairperson (Smethers), Secretary (Woglom), and Treasurer (Smethers) were nominated for the same positions; the motion passed unanimously. The unanimous motion also included the following appointments:

Right to Know Officer	David Woglom
Administrative Director	David Woglom
Solicitor	Michael Gaul
Insurance Agency	Kressler, Wolf, and Miller
Tax Appeals Board	Robin Zmoda
	James Farley
	Stephanie Arnold
	Robert Williams, 1 st alternate
	Mike Sabatine, 2 nd alternate

Mr. Woglom explained his retirement from the Meyner Center effective June 28, 2022. The TCC discussed and agreed that the TCC will wait until Mr. Woglom's replacement is announced before deciding on whether to appoint him/her to fill the same roles as Mr Woglom currently provides. On a motion by Mr. Pierce, seconded by Ms. Zmoda, the TCC voted unanimously to appoint Jen Smethers as the Assistant Secretary/Assistant Right to Know Officer.

Approval of Agenda

On a motion by Ms. Zmoda, seconded by Ms. Smethers, the TCC voted unanimously to approve the agenda for this morning's meeting.

Public Comment

There were no comments or questions from the public.

Meeting Minutes Approval

Mr. Woglom stated the draft October 14, 2021 meeting minutes erroneously states that the meeting was held by Zoom, instead of in person. He would correct that. On a motion by Mr. Sabatine, seconded by Mr. Steiner, the minutes of the October 14, 2021 meeting were approved with the correction.

Approval of Weighted Average Voting System

On a motion by Ms. Wedde, seconded by Mr. Steiner, the weighted average voting system for 2022, drafted by the Administrative Director was unanimously approved.

Payment of Bills

The bills shown in the Financial Report were presented, as prepared by Treasurer Smethers. On a motion by Ms. Werkheiser, seconded by Ms. Zmoda, the three bills were approved.

Financial Report

The Treasurer's Report for the year to date was presented by Treasurer Smethers. On a motion by Mr. Schiavone, seconded by Ms. Arnold, the Financial Report was approved on a unanimous vote.

FINANCIAL REPORT October 1, 2021 to January 31, 2022

BEGINNING BALANCE		\$4,191.84
Deposits	\$8,557.00	
Interest	\$1.25	
Total Revenue		\$12,750.09
Expenses		
Bank Fees	\$0.00	
Professional Services	\$713.88	
Legal Services	\$1,897.50	
Financial Audit	\$0.00	
SSAE Audit	\$0.00	
Insurance	\$0.00	
Advertising	\$110.05	
Total Expenses	\$2,721.43	
ENDING BALANCE		\$10,028.66

Review and Approval of Draft Audit for 2021

On a motion by Mr. Bonenberger, seconded by Mr. Petrucci, the TCC approved the draft audit for 2021 as prepared by Maille.

Report of the Tax Officer and Discussion of tax officer services for 2022 and review and approval of Keystone Collection Tax Officer Agreement

Ms. Harr gave a presentation on tax collection. She reported that collections in 2021 were significantly higher than the same period in 2020. Mr. Kratzenberg gave a presentation on the quantity and quality of collections that Keystone Collects has done with collections in conjunction with their existing contract with the TCC.

By consensus, the TCC went into Executive Session to discuss the contractual relationship with Keystone Collections for the future, and discuss legal issues with the Solicitor. This Executive Session lasted about 30 minutes.

After reconvening the public meeting, on a motion by Mr. Pierce, seconded by Mr. Bonenberger, the TCC voted unanimously to direct the Solicitor to prepare a draft extension agreement/addendum to the contract with Keystone Collections, and to also authorize the Executive Committee, Mr. Woglom and Attorney Gaul to meet with Keystone Collections officers to discuss the terms of an extension, and that the results of those discussions be shared with delegates. The delegates also agreed to meet again on March 24, 2022 at 8:30 a.m.

New Business

There was no other business before the TCC.

With no further business before the TCC, the meeting was adjourned at 10:15 a.m. The next meeting will be at 8:30 a.m. on March 24, 2022.

Respectfully submitted,

David L. Woglom, Secretary