

Lehigh Area School District
Lehigh, Pennsylvania
Special Finance Committee Meeting
Monday, February 6, 2017
6:00 p.m.

Minutes

Present

- ☐ Andrew Yenser Present (via phone until 6:24 p.m.)
- ☐ Richard Beltz Present
- ☐ Stacey Duerst Present
- ☐ Brian D. Feick Present
- ☐ Tina Champ Present
- ☐ Jonathan Cleaver Absent
- ☐ Gloria Bowman Present
- ☐ Stephen Holland Present
- ☐ Duane Eidem Present

Recording Secretary - Melissa Wagner Present

Tax Collector Compensation Discussion

Mr. Feick sent Bruce Koch, tax collector, a copy of the Tax Collectors Resolution passed by the board on January 30, 2017. It included a \$.05 raise for years 2018-2021 with a flat rate of \$125.00 per month.

Mrs. Bowman was concerned about the bills being reviewed properly and being sent out to the right people and on time.

Mr. Feick receives a tax duplicate on CD from the county the last week of June. The duplicate gets passed on to the tax collectors to install. However, the tax collectors had a problem with it because it did not tag the non-profits, commercials, etc. Mr. Feick does get a total of assessed values in May, but they change until the end of June.

Tax collectors in Lehigh were the first to catch the error after bills were sent. Other municipalities knew to look for it because of Lehigh's issue. Mr. Koch said that

after the fact was caught, their Municipal Tax System (MTS) program can extract them out. The county should know to separate them out, not have to rely on MTS.

Mrs. Bowman asked if Mr. Feick is able to call the tax assessment office. Mr. Feick can contact the office. Mrs. Homm, Mahoning Tax Collector, said that the assessment office has been wonderful to work with but that they are short-handed and overloaded.

Mr. Feick suggested to keep with the \$.05 per year raise. He also suggested to add an additional \$.04 per bill mailed if the tax collectors use the first class presort price with the printers. The first class postage is \$.49 and presort is \$.425. This will give the tax collectors part of the savings. This puts the tax collectors increase in line with what we gave our unions and no higher.

A new tax collectors compensation resolution will be put on the workshop board agenda on February 13, 2017, for approval and revoke the one in place now.

Mrs. Homm stated that the tax collector's receive a millage breakdown from the county and township, but not from the school. Mr. Feick said they do send a breakdown of millage and per capita but it's in May and changes can occur until the end of June. Mrs. Champ said with the previous printer, it was broken down, but not with this printer. Mr. Feick said he can give what he has in May, but it won't be correct because of the changes up until June 30th. Mr. Feick said he will talk with the county again.

Mrs. Bowman stated that it seems to be getting better each year. Mr. Koch said it should not be a problem again and Mrs. Homm said the program they use is good. Mr. Koch said every tax collector is now "on the same page".

Mr. Feick asked the tax collectors if their system can send out reminders. The tax collectors said yes and most of them send the reminders out at their own expense. Reminders do help. Some escrow accounts drop the ball, not just the person. Mr. Feick asked the tax collectors to give him numbers as to how many reminders are sent. It might be worthwhile for the district to send them.

Mrs. Champ asked if tax collectors are only accepting money orders or cashier checks after December 15th. Mrs. Homm said they were trying to do this and with the next set of tax bills, the printer will put this in red ink under the amount due.

Open Discussion: None

Meeting adjourned at 6:39 p.m.

Next Meeting Date: Monday, February 13, 2017, 6:00 p.m.

BDF/mfw