

Lehigh Area School District
Lehigh, Pennsylvania
Finance Committee Meeting
Monday August 14, 2017
6:00 PM

Minutes

Present

- | | |
|---|--|
| ☐ Andrew Yenser | |
| ☐ Richard Beltz | |
| ☐ Stacey Duerst | |
| ☐ Brian D. Feick | Present |
| ☐ Tina Champ | |
| ☐ Jonathan Cleaver | |
| ☐ Gloria Bowman | Present- Conducted Meeting; No Finance Members present |
| ☐ Stephen Holland | Present |
| ☐ Larry Stern | Present |
| ☐ David Krause | Present |

Recording Secretary- Meghan Christman

Tax Collections- Discussion

Courtesy Reminder Due Notices

Mr. Feick stated that all tax collectors, except Lynette Moyer in Weissport, have transitioned to the new tax system. There have been minor complications this tax season, however, the issues are not related to the new system. Tax bills are supposed to be mailed to individuals, however, tax bills for multiple individuals who reside at the same address have been included in the same envelope. An apartment complex owner stated that he received over twenty tax bills for the tenants in one envelope.

In addition, many Per Capita and Occupancy Taxes were mailed with Real Estate taxes. The individuals are not receiving their Per Capita and Occupancy Tax bills at their home address.

Mr. Feick presented a unique situation to the finance committee. A tax payer moved into the district in 2016. The tax payer claims he was unfamiliar with the Occupancy Tax until he received the delinquency notice. The tax payer immediately paid the 2017 Occupancy Tax bill and requested that the delinquency fees be waived for his 2016 because he never received it because it was mailed to the mortgage company. Mrs. Bowman stated that since the tax payer paid the 2017 Occupancy Tax bill in a timely manner, she believes it was a tax collector error and the tax payer should be exempt from paying the delinquency fee. The board members agreed to include a motion to exempt the tax payer from being responsible for the delinquency fees associated with his 2016 Occupancy Tax bill.

Due to these issues, Mr. Feick suggested that the tax collectors mail courtesy letters in the beginning of October to remind the tax payers of the unpaid taxes that are coming due. Tax payers are able to pay the tax amount without penalty until the end of October. These reminders will also ensure that if the tax payers never received their Per Capita and Occupancy Tax bills, they are notified before they become delinquent. Attorney Schwab questioned if the tax collectors would be compensated for mailing out reminders. Mr. Feick informed him that the tax collectors agreed during the February Board Meeting they would send out reminders without compensation, however, the school district is responsible for the postage. The board members agreed that mailing reminders would be beneficial to the tax payers as well as the district.

Mrs. Bowman expressed her frustration regarding the tax collectors working on two different systems. She asked Attorney Schwab if the district has the authority to force the tax collectors use the system of the districts choosing. Attorney Schwab informed her that the district cannot force a specific system, however, the tax collectors that choose to use the preferred system can be entitled to a financial incentive.

Open Discussion:

None

Meeting adjourned at 6:26 p.m.

Next Meeting Date: Monday September 11, 2017 6:00 p.m.

BDF/mmc