

AGENDA

Blair County Tax Collection Committee – BCTCC

October 19, 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 30, 2020

REPORT FROM EXECUTIVE DIRECTOR

1. Collection/Distribution Summary
2. Costs Collected
3. Individual Tax Filings
4. Tax Collectors Meeting 10/07/2020 Review
5. Commission Reimbursement Summary (exhibit A)

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) Software/IT review - 2021 goals with Jamie from Business Information Group.
(exhibit B)

2) Preliminary Budget Presentation (exhibit C)

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 Seneca – 11/12/19
- x. Tax Clerk – vacant

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

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

1) No business

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

SOLICITOR'S REPORT

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Future Meetings:

November 16, 2020 (Budget Adoption/Reorganization)

Finance Committee Meeting Dates – 2020 starting time 4pm.

Monday, October 19, 2020

Tuesday, November 10, 2020

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

MOTION TO ADJOURN