

CITY OF BETHLEHEM  
Inter-Departmental Correspondence  
**Office of the Mayor**

To: City Council  
From: Mayor John B. Callahan  
Subject: Tax Collection Committee Appointment Recommendation  
Date: August 27, 2009


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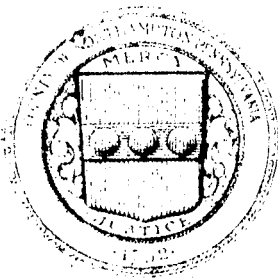
The City is required to appoint its delegates to serve on the Tax Collection Committee by no later than September 15, 2009. I am recommending the following for appointment as the City of Bethlehem's delegates to the Tax Collection Committee:

Mark W. Sivak, Budget Analyst – Primary Voting Delegate  
William Alexander Karras, Tax Administrator – First Alternate Voting Delegate  
Dennis W. Reichard, Business Administrator – Second Alternate Voting Delegate

These appointments are effective immediately and shall continue until successors are appointed.

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JOHN B. CALLAHAN  
MAYOR



# COUNTY OF NORTHAMPTON

## OFFICE OF THE COUNTY EXECUTIVE NORTHAMPTON COUNTY COURTHOUSE

669 WASHINGTON STREET  
EASTON, PENNSYLVANIA 18042

Phone: 610-559-3191

Fax: 610-559-3722

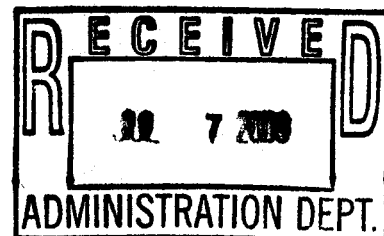
Email: [jstoffa@northamptoncounty.org](mailto:jstoffa@northamptoncounty.org)

JOHN STOFFA

NORTHAMPTON COUNTY EXECUTIVE

July 1, 2009

Dennis W. Reichard, Administrator  
City of Bethlehem  
10 E. Church St.  
Bethlehem, PA 18018



Dear Mr. Reichard:

The Commonwealth of Pennsylvania Act 32 of 2008 was established to reform the current Earned Income Tax (EIT) collection system by consolidating 560 EIT collectors into 69 Tax Collection Districts (TCD). The TCD's will be formed mainly along county boundaries, but may include municipalities outside of a county if they are members of a school district within that county. The TCD will be governed by a Tax Collection Committee (TCC) comprised of representatives of each of the municipalities and school districts within the TCD.

Under Act 32 the county is responsible for scheduling and conducting the first meeting of the TCC no later than November 15, 2009. We have already arranged to host that meeting on **Thursday, October 22, 2009** beginning at 6:00 PM in the County Council Meeting Room located on the third floor of the Northampton County Courthouse, 669 Washington Street, Easton. By **no later than September 15** your municipality must select a delegate to serve on the TCC. It is recommended that at least one alternate delegate also be named, since committee representation cannot be by proxy vote. A sample resolution, provided by the Department of Community and Economic Development (DCED) is attached for your review and use in appointing your delegates. Delegate votes will be weighted based on municipal population and EIT revenues collected. The weighting factor for each municipality and school district in the county will be announced by DCED no later than September 1, 2009.

We have been advised that municipalities and school districts may collaborate and select a single delegate with the combined weighting factors of all entities. For more information about this process visit the DCED website at [www.newpa.com](http://www.newpa.com) or contact DCED's Center for Local Government at 1-888-223-6837 for technical assistance. Eventually, DCED will be providing sample by-laws for the TCC, and other documents for use in the appointment of a county-wide Tax Officer.

At the October 22 meeting the county will lead an agenda and take minutes until such time as a Chairperson, Vice-Chairperson and Secretary are elected by the TCC. After that, the TCC is responsible for running the meeting, and facilitating the requirements of Act 32.

We ask that as soon as your delegate(s) are appointed, you notify Tom Harp, Deputy Director of Administration at 610-559-3192 or [tharp@northamptoncounty.org](mailto:tharp@northamptoncounty.org) and provide him with their names and contact information. Mr. Harp will be maintaining a roster of delegates for our use in officially inviting those individuals to the first meeting of the TCC on October 22. Also, prior to that meeting we will need a copy of your resolution appointing the delegate(s) for credentialing purposes.

Thank you for your cooperation in this matter. Feel free to contact Mr. Harp directly with any questions.

Sincerely,



John Stoffa  
County Executive  
County of Northampton

Cc: John B. Callahan, Mayor

Copy to: Alex Karras

*sent 9/15/03  
sak*

CITY OF BETHLEHEM  
OFFICE OF THE MAYOR

Administrative Order No. 1298

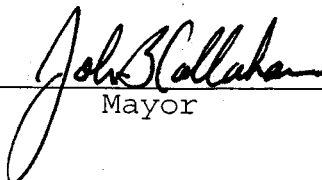
Act 32 § 505(b) requires the governing bodies of cities to appoint one voting delegate and one or more alternate delegates to be their Tax Collection Committee (TCC) representatives. I hereby appoint Mark W. Sivak, Budget Analyst, as Primary Voting Delegate, William Alexander Karras, Tax Administrator, as First Alternate Voting Delegate and Dennis W. Reichard, Business Administrator, as Second Alternate Voting Delegate, to the Tax Collection Committee.

If the primary voting delegate cannot be present for a TCC meeting, the first alternate voting delegate shall be the representative at the TCC meeting. If both the primary voting delegate and the first alternate voting delegate cannot be present for a TCC meeting, the second alternate voting delegate shall be the representative at the TCC meeting.

These appointments are effective immediately and shall continue until successors are appointed. Delegates shall be appointed each year in November or December or as soon thereafter as possible.

**Executed:**

\_\_\_\_\_  
September 1, 2009

\_\_\_\_\_  
  
Mayor

Resolution of Council

Resolution No. \_\_\_\_\_

**RESOLVED** by the Council of the City of Bethlehem that the foregoing Administrative Order No. 1298, executed by the Mayor on September 1, 2009 is approved.

Sponsored by /s/ \_\_\_\_\_

/s/ \_\_\_\_\_

**ADOPTED** by Council this

/s/ \_\_\_\_\_  
President of Council

Attest:

/s/ \_\_\_\_\_  
City Clerk