



Cambria County Tax Collector Newsletter

DECEMBER 2014

As we prepare to wind down yet another year and get ready for 2015, we want to thank all of you for the cooperation you have given us year in and year out. This has been the most difficult year financially for the County. With the lack of funds and direction at the Commissioner level, we especially struggled to deal with budget items and cash flow funding.

I want to also publicly thank my Staff in the Controller's Office for the outstanding job they did again this year and we welcome Sally Wess to our accounting department to help us get all of our bills paid.

It has been my pleasure working with you again this year, and I want to wish you and your family a very Merry Christmas and a happy, healthy, and prosperous New Year.

Best Wishes Always,
Ed Cernic, Jr. & Staff
Controller's Office

YEAR END CLOSEOUT SCHEDULING

It is **imperative** that you schedule your closeout appointment so that we are able to process everyone in a timely manner.



The first possible day to closeout is Monday, January 5th and the last day is Thursday, January 15th, all tax collectors must be closed out by 1/15/15, **no exceptions**. Appointments are available between 9:00 AM and 3:30 PM, in half hour intervals, unless you feel you need more time. **All tax collectors are required to call or email Pam one day prior to your scheduled appointment to verify the ending balance.**

Please call to schedule your appointment at 472-1620 weekdays between 9:00 AM and 4:00 PM or you can email Pam at pparonish@co.cambria.pa.us.

DIRECT DEPOSIT OF EXPENSES

If you would like to have your expense reimbursements directly deposited into your personal account Pam will have the paperwork available during closeout, please bring a voided check with you.



SPECIAL NOTICES

Special notices are to be sent to every taxpayer who has not paid their taxes four months after the original notice was sent or when penalty starts. This is based on House Bill 1725 of 2006.



The tax collector may choose to wait until the School taxes have entered penalty to mail the special notices so that one notice is sent for all real estate taxes.

If you have not already done so we advise that notice be sent immediately.

COUNTY/MUNICIPAL TAX BILL PROCESSING

Infocon has notified us that they will no longer be splitting the invoicing for the tax bill processing. Currently, the invoice that you receive is for the Municipalities portion only and the County receives an invoice for all tax collectors for their portion. You will now be responsible for paying the bill and requesting reimbursement from the County and Municipality. The County will make every effort to process the reimbursement within 14 days of receipt of the request, you may submit your request by mail, fax or scanning and emailing the invoice to Emily. Please keep in mind that the full amount relating to the Per Capita Tax is the Municipalities responsibility. Also if your Municipality requests a copy of the duplicate (the blue binder) they are responsible for the full amount plus 1/2 of the other. If when Emily receives your request for reimbursement she has any changes she will notify you immediately.

FROM THE TAX CLAIM BUREAU

I would like to thank the Tax Collectors Association for inviting me to speak at their annual conference in October. As always, I truly enjoy your company and always gain insight to your problems and concerns.

At the meeting, each collector received a list of properties available for tax sale in their respective district. My goal was to have you review the list to see if any of the properties could be promoted to a tax sale. Maybe you could inform a neighbor of an available property which would benefit or enhance his/her property. Or, you could converse with your municipal supervisors and request a municipal eyesore for Judicial Tax Sale.

To my delight, several collectors called to inform me of trailers on their list which were no longer there. And these trailers have been removed from the Tax Claim's list.....thank you very much!!

My concern is the growing number of properties available for sale. This year, 304 properties did not sell at the annual Upset Sale and were added to the list. Tax Claim sold only 142 properties at various tax sales in 2014. In the past, we would be approximately even with the properties sold and the properties added, so you can see the reason for my concern.

For the collectors not present at the conference, I have included their district's list of properties available for sale with their 2014 Unpaid Tax Return information. I would appreciate your review of the list and welcome any comments or suggestions.

As always, do not hesitate to call our office on any matter.

I look forward to seeing you in January 2015 when returning your unpaid taxes and sincerely wish each of you and your families a wonderful and blessed holiday season.

Jo Anne Ranck
Tax Claim Bureau

CONTACTS

Controllers Office: 472-1620

Ed Cernic, Jr. – Controller: 472-1630

Emily Krug – Auditor: 472-1627
ekrug@co.cambria.pa.us

Pam Paronish – TC Assistant: 472-1620
pparonish@co.cambria.pa.us

Assessment Office: 472-1453

Tax Claim: 472-1441



HOUSE BILL 1590

On October 22, 2014, Gov. Corbet signed House Bill 1590 into law. This Bill amends the Local Tax Collection Act that concerns Basic and Continuing Education Programs for Tax Collectors, Criminal Record History, and Appointing a Deputy. If you have not received a copy of the Bill please contact our office and we can provide you with one. As only one section of this Bill takes effect immediately we have decided we will discuss the other changes further during our seminar in May 2015.

The amendment to Section 22, Deputy Tax Collectors takes effect immediately. It reads “At a minimum a Tax Collector shall, with the approval of the Taxing District and the Tax Collector’s surety, appoint a deputy tax collector who will collect and settle taxes during any incapacitation of the tax collector. The deputy shall collect and settle taxes for the duration of the tax collector’s incapacitation, unless the taxing district determines action under section 4.2 and 4.4 is necessary. As used in this subsection, the term “incapacitation” shall mean temporarily or permanently impaired by reason of physical illness, physical disability, mental illness, mental deficiency or other cause to the extent that the person lacks sufficient understanding or capacity to make or communicate responsible decisions concerning the collection and settlement of taxes.”

Please take the necessary steps to comply with this section of House Bill 1590. Should you have any questions please contact our office.

A FEW REMINDERS...

- If you are utilizing a computerized program for your tax collections don’t forget to back-up your program periodically, the best practice would be to back-up after every time you use the program.
- If you deposit your own funds into the account remember it should be done via a check and when your audit is done be sure to notify Emily. If we do not have the amount of your personal funds documented at the end of your term those funds will be considered unknown and will be split between the taxing districts.
- If your checking account earned interest during 2014, remember to pay it to the taxing districts by January 2015.
- All expenses for 2014, such as: postage, envelopes, checks, or deposit slips are to be submitted for reimbursement before December 31st. The tax collectors’ expenses are budgeted for each year, and they should be paid for within the year the expense was incurred.
- If you have Assessment changes you have not yet reported please get them in before close-out.
- If you have not yet submitted your warrant for your 2014 qualified assessment changes please do so immediately.
- If you have outstanding checks that are older than 6 months please reissue. If you have previously reissued these check and they still have not cashed it may be time to consider reporting them as unclaimed property to the PA Treasury. Contact Emily for more information.

Let's Celebrate!

First we would like to apologize for missing a significant milestone for Vera Hufford, Washington Township in last year's newsletter. Vera has been a dedicated tax collector for 36 years as of the 2014 tax year and should have been recognized last year for her 35 years of service. If we have missed a significant milestone in your years of collection please let Emily know as she may have your start date incorrect. Emily has tried during her previous audits to get the correct start date for all of you but may have missed some.



We would like to congratulate Justine Malcotti-Coll, Blacklick Township; Kathy Leer, Croyle Township; Kristen Majercsik, Dale Borough; Nathalie McConnell, East Carroll Township; Marie (Toni) Fabbri, Gallitzin Borough; Marie Duell, Lorain Borough; Kathleen Puruczky, Summerhill Borough and Lisa Rheel, West Taylor Township for completing their first year of collecting. We would also like to welcome Charlene Remillard back as the Ebensburg Borough tax collector, Charlene had previously served as tax collector in 2007-2009.

The following tax collectors have reached significant milestones this year.

5 years: Allison Stancombe, Middle Taylor Township; Carol Sickles, White Township. **10 years:** Jill Magistro, Southmont Borough. **20 years:** Mildred Chappell, Cassandra Borough and Portage Township; Carri Mathison, South Fork Borough and Maureen Brence, Wilmore Borough.

Thank you for your dedicated service!

We would also like to recognize Stanley Pilot from West Taylor Township. On June 17, 2014 Stan resigned after 10 years of service. Thank you!

Remembering



At the beginning of 2014 we lost Donald Lawn, Gallitzin Borough. Don passed away in April, he had been the Gallitzin Borough tax collector for 19 years. Please remember Don and his family during this holiday season.



2015 AUDIT SCHEDULE

The following tax collectors are to be audited during 2015, if you would like to schedule your audit early please feel free to call Emily at any time otherwise she will begin calling you to schedule this coming fall.

If 2014 was your first term as tax collector Emily will be contacting you shortly as your audit needs to be completed as soon as possible.

Barr Twp	Mary Jean Amadei
Blacklick Twp.	Justin Malcotti
Brownstown Boro	Kathleen Farkas
Cassandra Boro	Mildred Chappell
Chest Springs Boro	Linda Poole
Cresson Boro	Barb Kirby
Croyle Twp	Kathy Leer
Daisytown Boro	Janet Hoffman
Dale Boro	Kristen Majercsik
East Carroll Twp	Nathalie McConnell
East Conemaugh Boro	Bob Bresovok
East Taylor Twp	Mary Vibostok
Ebensburg Boro	Liam Anderson
Ferndale Boro	Anita Smith
Franklin Boro	Diane Lupek
Gallitzin Boro	Toni Fabbri
Gallitzin Twp	Susan Balzano
Geistown Boro	Sheri Buchanan
Jackson Twp	Paulette Baker
Lilly Boro	Debra Hartline
Lorain Boro	Marie Duell
Lower Yoder Twp	Natalie Urban
Munster Twp	Dorothy Cochran
Northern Cambria Boro	Toni Zalisnock
Portage Twp	Mildred Chappell
Reade Twp.	Alice O'Donnell
Richland Twp	Leona Telek
Scalp Level Boro	Tina Harclerode
South Fork Boro	Carri Mathieson
Southmont Boro	Jill Magistro
Stonycreek Twp	Bud Singer
Summerhill Boro	Kathleen Puruczky
Susquehanna Twp	Cindy Mazurak
Upper Yoder Twp	Karen Howell
West Taylor Twp	Lisa Rheel
Westmont Boro	Maureen Clark
Wilmore Boro	Maureen Brence