

Cambria County Tax Collector Newsletter



DECEMBER 2021

A MESSAGE FROM THE CONTROLLER

Congratulations to all of you who have been elected and re-elected to your Tax Collector positions. Another year of ups and downs has come and gone in another crazy COVID-19 year. Not enough can be said about all of you and the job you did again this year. Overall tax collections I predict will be at an all-time high since I have been here. THANK YOU!!!! Also, thank you for all the cooperation you have given us throughout the year and for attending our educational update class.

I hope and pray all of you and your families stay safe and have a wonderful rewarding Holiday Season. On behalf of my staff at the Controller's Office, we want to wish you and your family a Merry Christmas and a Healthy and Happy New Year.

May God bless all of you,
Ed Cernic, Jr. & Staff



FINAL WEEKLY REPORT

The postal system has been absolutely crazy over this last year! With that being said, if you have collections to report at year-end please do not mail your final weekly report to us. We would prefer that you bring your report with you when you come in for your closeout appointment. Last year we had a few collectors who mailed their final report but the report did not make it to our Office before their scheduled appointment.

Also as a reminder, you are to accept tax payments up to and including the day that you come in for closeout. If you have completed your reports and sent your file to Infocon and you receive a payment, please bring the tax payment with you to turnover to the Tax Claim Bureau. If you receive a payment after you have completed your closeout, please return the payment to the taxpayer.

EMAILING WEEKLY AND MONTHLY REPORTS

We would like to encourage all tax collectors to email all weekly and monthly reports to our Office. By emailing your reports to Deb you will be able to save on paper, printer ink and in some cases postage. If your computer is up-to-date with Windows 10 you will have the option to use Microsoft print to PDF as your printer.



If you are using the RAK program when you print, simply click setup and select Microsoft print to PDF. If you are using another program or your own program you should be able to select Microsoft print to PDF under your printer options when you print, again so long as you are using Windows 10. Then all you need to do is mail your check to Deb's attention but please be sure to email Deb your report before putting your check in the mail.

RETURN REMINDER

As a reminder, if you are utilizing a tax collection program the Tax Claim Bureau would like you to send your return file to Infocon **before** coming in for your closeout appointment. The file should be emailed to lgraham2@harriscomputer.com.

CLOSEOUT SCHEDULING

The 2021 tax year closeouts will be January 3rd through January 14th. The first appointment will be 9:00 AM and the last appointment will be 3:30 PM.

Everyone must have an appointment. We will not overlap appointments. We are asking that you call the day before your appointment to verify your balance to collect.

Also only one Tax Collector will be permitted in the Office at a time. Therefore, if you are traveling together please keep this in mind. Masks are required to be worn by all at all times.

Please review all the information received from the Tax Claim Bureau. You are required to obtain your Municipality's and School District's signature on the Certification Sheet **before** you come to the Courthouse for closeout.

To schedule please call or email Deb at (814) 472-1620 or dhoover@co.cambria.pa.us.

OATH OF OFFICE

At the beginning of each new term as tax collector you are required to take an oath of Office and file it with the Cambria County Clerk of Courts. You are required to show proof that you are a qualified tax collector prior to taking the oath. Therefore, please bring your **most recent** qualification certificate with you, we will supply you with the Oath paper. Your certificate should have a qualification year between 2018-2021. We suggest filing your oath while you are at the Courthouse for closeout. There is a \$21.50 filing fee and the oath must be filed before your tax notices are sent out for the 2022 tax year.



A MESSAGE FROM THE COMMISSIONER

Cambria County Commissioners Tom Chernisky, William "B.J." Smith and Scott Hunt would like to take this opportunity to congratulate you on your election to serve your municipality. The commissioners are looking forward to working with you to address the needs, and delivering government services to mutual constituents.



FROM THE TREASURERS' OFFICE

I would like to take this opportunity to wish you and yours a Healthy Happy Holiday Season. The Treasurers' Office is responsible for receipting all of your weekly tax reports and in an effort to assure that this process is consistent among everyone we would like to review that process.

- Tax Collectors submit their reports and checks to the Controller's Office
 - o When mailing your report please note "Controller's Office"
- The Controller's office verify that the reports and check are correct
- The Controller's office submits the report and check to the Treasurer's Office to be receipted.
- If you would like a copy of the receipt, please include a self-addressed stamped envelope along with your report and we will be happy to mail it to you.

You may not be aware of the fact that the Treasurer's Office does tax collection for the City of Johnstown; therefore, we receive a lot of inquiries about taxes. We send out an information sheet to all Tax Collectors asking to provide us with your address, phone numbers and office hours. These are kept on file in our office and used to provide tax payers with your contact information in the event they call into our office.

We are excited to announce, starting in 2022 the Treasurers' Office will be collecting the city portion in addition to the county portion of the real estate taxes for the residences of Johnstown. This will allow for in person customer service Monday-Friday 9-4.

Our office is always happy to serve you; if at any time you need assistance, please do not hesitate to contact us.

Lisa Kozorosky
Cambria County Treasurer

SAYING GOODBYE & GOOD LUCK!

With 2022 beginning a new term for tax collectors we will sadly be saying goodbye to a number of you. We wanted to take a moment to recognize the tax collectors who will not be returning in 2022. Your years of dedicated service to our County are greatly appreciated.

Wishing you much joy & happiness as you begin a new chapter in your life.

<u>Municipality</u>	<u>Tax Collector</u>	<u>Years of Service</u>
Allegheny Township & Loretto Borough	Betty Mento	40 years
Chest Township	Katie Lechene	25 years
Clearfield Township	Charles Davis	36 years
Cresson Township	Barb Trybus	4 years
East Conemaugh Borough	Bob Brezovec	12 years
Middle Taylor Township	Heather Smith	2 years
Patton Borough	Joyce Caretti	10 years
Stoneycreek Township	Harold Singer	24 years
Summerhill Township	Susan Andrykovitch	27 years



A MESSAGE FROM THE TAX CLAIM BUREAU

This year has been quite a whirlwind here at Tax Claim. As you all know by now, JoAnne Ranck, our Director for the past 10+ years, retired June 4, 2021 from the County after 33 years of dedicated service. We sure do miss her! After 5 ½ years in the office, I was fortunate to be promoted to Director. I hope to serve the County well. Unfortunately, my former position as title abstractor/clerk remains vacant, leaving the office short-staffed. If anyone knows someone who has experience doing title searches, please send them my way!

The state's new bidder pre-registration statute was put into effect at the end of August, directly affecting our Upset Sale and our Judicial Sale. We successfully registered over 100 bidders for Upset Sale and over 140 bidders for Judicial Sale. Our office is always hopping!

Returns this year will be a new challenge for me. We will be even more short-staffed when our Head Clerk, Denise Robbins, retires at the beginning of the year after 25+ years with the County. I ask that you be patient with the three of us remaining, as we will be doing the work of five people. Please pay attention to the letter that I will send out and follow all of the instructions so that we may have a smooth January. Promptly send your computerized returns to Infocon. Remember, we need to have everything by January 15, 2022.

Finally, I would like to say congratulations to those tax collectors who are retiring. It has been a pleasure working with you. Best wishes for a relaxing retirement! Welcome to the newly elected tax collectors! Please do not hesitate to call my office and ask questions. We all work together for the citizens of Cambria County.

Have a wonderful holiday season full of joy! I look forward to seeing you all in January. *Larissa Gavlak*

FROM THE TAX COLLECTOR ASSOCIATION

The Cambria County Tax Collector Association is made up of tax collectors within our County only. We meet on an annual basis, typically in October. This past October new officers were elected, they are as follows: President, Patty Bernard; Vice-President, Charlene Remillard; Secretary, Carol Driskel; and Treasurer, Judith Sherwood. We would encourage tax collectors to join this association as this is an excellent resource to share valuable information with your fellow tax collectors. Yearly dues are \$10 payable to Cambria County Tax Collectors Association and mailed to Judy Sherwood, 1591 Roberts Street, Nanty Glo, PA 15943.

CONTACTS

Controllers Office: (814) 472-1620

Ed Cernic, Jr. – Controller: (814) 472-1630

Emily Krug – Auditor: (814) 472-1627 or ekrug@co.cambria.pa.us

Debra Hoover – Tax Collector Assistant: (814) 472-1620 or dhoover@co.cambria.pa.us

Commissar Office: (814) 472-1600

Treasurer Office: (814) 472-1643

Assessment Office: (814) 472-1451

Tax Claim: (814) 472-1445

