SUGARLOAF TOWNSHIP SUPERVISORS

SPECIAL MEETING

September 1, 2022

The Sugarloaf Township Supervisors are holding a Special Meeting Thursday September 1, 2022, at 8:00 AM at the Municipal Building, 858 Main Street, Sugarloaf, PA 18249. The meeting was duly advertised in the Standard Speaker on August 22, 2022. The purpose of the meeting is to accept the resignation of the Sugarloaf Township Tax Collector and to fill the vacancy of the Tax Collector position.

**Attendance:** Yost, \_\_\_\_\_\_; DiSabella, \_\_\_\_\_\_; Weaver, \_\_\_\_\_\_.

**Pledge of Allegiance to the Flag:**

**Public Comment on Items on Agenda Only:**

**Acceptance of Resignation – Jennifer A. Pecora, Sugarloaf Township Tax Collector:**

A motion by \_\_\_\_\_\_, seconded by \_\_\_\_\_\_, to (accept, not accept, table) the resignation of Jennifer A. Pecora for her role as Tax Collector for Sugarloaf Township effective August 31, 2022 as stated in her correspondence to Vice-Chairman DiSabella dated August 15, 2022. Roll Call: Yost, \_\_\_\_\_\_; DiSabella, \_\_\_\_\_\_; Weaver, \_\_\_\_\_\_.

**Appointment of New Tax Collector:** A new Tax Collector needs to be appointed to fill the position until 60 days after the next municipal election which will be in November of 2023. Therefore, the term of office the new tax collector will serve will be from 9/1/22 – 1/2/24. There will need to be a ballot for a new tax collector during the election of November 2023 to elect a candidate to fill the remaining term of 1/3/24- 12/31/25. In the November 2025 Election, a candidate can then run for a full four-year term. The following requirements must be met in order to fill this office:

* The candidate must have resided in the municipality for one year before the election and continue to reside there during the term of office.
* Must file a Statement of Financial Interest with the municipal office.
* Must file an Oath or Affirmation to Support, obey and defend both federal and state constitutions and exercise the duties of office with fidelity.
* Act 48-2015 requires tax collectors to attend training and complete testing to become qualified tax collectors.

It should be noted as set in the 2022 reorganization meeting, the tax collector is paid a salary of $300.00 per month gross paid by direct deposit at the end of the month payroll. Duplicate tax bills, account reconciliations, and copies of all reports must be provided to the Township the first week of the year for the previous year to be used in the Townships annual audit.

Tax collection days were previously advertised for 2022 collections to take place at the municipal office. The new collector will either make themselves available for these collections or advertise changes by way of newspaper ad and posting at the township office. Remaining collection dates for 2022 at the municipal office are as follows:

September 7, 2022 5:00 pm – 7:00 pm

September 10, 2022 11:00 am – 1:00 pm

September 14th, 2022 5:00 pm – 7:00 pm

September 21st, 2022 5:00 pm – 7:00 pm

A motion by \_\_\_\_\_\_, seconded by \_\_\_\_\_\_, to nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as Tax Collector for Sugarloaf Township effective September 1, 2022. Roll Call: Yost, \_\_\_\_\_\_; DiSabella, \_\_\_\_\_\_; Weaver, \_\_\_\_\_\_.

(Upon appointment, the Board of Supervisors will sign resolution No. 21 of 2022 Appointment of Tax Collector)

**Public Comment:**

**Adjournment:** With no further business to attend to, a motion by \_\_\_\_\_\_, seconded by \_\_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_\_AM.