

UPPER OXFORD TOWNSHIP
APRIL 23, 2018

Upper Oxford Township Board of Supervisors held an advertised work session at the township building, 1185 Limestone Road, Russellville, PA on Monday, April 23, 2018 at 7:00 P.M.

PRESENT: Scott A. Rugen
 Howard Reyburn

OTHERS: Jane Daggett, Secretary
 Nadine Hook, Tax Collector

The work session was opened by the Chairman, Scott Rugen at 7:00 P.M. The purpose of the meeting was to discuss the Per Capita Taxes that the township charges township residents. Nadine Hook, township tax collector, informed the Supervisors of the collective procedure of the taxes, such as when they needed to be mailed out to residents; how many days she had to collect the taxes and publishing a notice on where taxes can be paid. Nadine also stated that she will be coming to the township office on May 30th from 11:00 AM to 1:00 PM for residents to pay their taxes. Nadine explained that if the tax was less than \$2.00 she does not send out a bill. Nadine voiced her concerns over property owners who have renters in their properties and are not paying their share of the Per Capita tax. She sends a letter with the tax bill requesting that property owners contact her with the names of their renters so that she may collect the Per Capita taxes. Some owners will contact her but there are also some who do not. Nadine questioned if the Supervisors want to continue with the Per Capita Tax. The Supervisors would like to continue this tax and will draft a letter out to property owners with renters. Additionally, an article will be placed in the next newsletter informing property owners of rental properties their responsibility to report the names of their renters.

An executive session was held after the regular scheduled April 9th meeting to discuss employment issues.

The work session was adjourned at 8:05 P.M.

Respectfully submitted,

Jane Daggett
Secretary