

ORDINANCE NO. 661

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY, PENNSYLVANIA, ESTABLISHING A RATE OF COMPENSATION AND DUTY REQUIREMENTS FOR THE TAX COLLECTOR OF THE TOWNSHIP OF ANNVILLE.

WHEREAS, the Tax Collector of the Township of Annville (hereafter "Tax Collector"), Lebanon County, Commonwealth of Pennsylvania, is the collector of Township of Annville (hereafter "Township") taxes levied upon all taxable real estate in said Township and various other special taxes that may be levied; and

WHEREAS, Section 55603 of the First Class Township Code, 53 P.S. § 55603, requires the adoption of an ordinance for any changes to the compensation of the Tax Collector; and

WHEREAS, the Township of Annville Board of Commissioners desires to establish the compensation and duties of the office of Tax Collector.

BE IT ORDAINED AND ENACTED by the Board of Commissioners of the Township of Annville, Lebanon County, Pennsylvania, and it is hereby ordained and enacted as follows:

SECTION 1. The rate of compensation and duty requirements of the office of Tax Collector are as follows:

- (a) The rate of compensation for the Tax Collector is set at fifty cents (\$0.50) per property tax bill collected plus 50% reimbursement for printing and mailing of tax bills. All taxes per property shall be on one bill. This compensation rate shall become effective January 1, 2018.
- (b) The office hours for the Tax Collector are required to be Monday through Friday, 8:30 AM to 4:30 PM, except legal holidays.
- (c) The Tax Collector is required to make deposits on a regular basis, as directed by the Township, into respective Township accounts based on the type of tax collected.
- (d) If the Tax Collector is performing the duties in residence, a separate office area must be established from the rest of the home and access to this office area must be handicapped accessible. No office space will be provided by the Township.
- (e) If the office is set up in residence as stated above, a separate telephone line must be established from the regular telephone line for the residence, as well as an answering machine with daily response to calls.

- (f) The Tax Collector is required to make periodic reports to the Township on a basis as directed by the Township. These reports must list all taxes collected for the Township for the reporting period. This report must list the names of taxpayers and amount collected from each, including discounts and penalties, and must carry a total of all taxes collected with discounts and penalties for the reporting period.
- (g) The Tax Collector must provide year-end reports to the Township for each type of tax collected and reconcile unpaid taxes with the Township no later than January 15 of each following year.
- (h) The Tax Collector must provide a bond with a single surety (performance bond) to cover all taxes. The amount is to be set by the court, but cannot exceed the combined annual duplicates being collected. At the option of the Tax Collector, the bond can be for a single year or cover the entire term. The bond must be filed in the office of the Clerk of Courts before the Tax Collector enters on the duties of the office, but no later than the fifteenth of March. Tax Collectors appointed to

fill a vacancy must meet the same bonding requirements as elected Tax Collectors.

- (i) The Tax Collector must submit required reports to the appointed Township Auditor within five days when requested.
- (j) The Tax Collector must meet any other requirements assigned to the duty of the Tax Collector by law.

SECTION 2. The Lebanon County Treasurer's Office is appointed to fill the vacancy in the office of Tax Collector in light of the inter-municipal agreement ("Agreement") between the Township and the Lebanon County Treasurer's Office made on March 10, 2011 and subsequently amended. This appointment will continue without interruption whenever a vacancy exists in the office of Tax Collector while the Agreement remains in place.

SECTION 3. The Township may amend the Agreement from time to time.

SECTION 4. SEVERABILITY. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Ordinance. It is hereby


declared as the intent of the Township of Annville Board of Commissioners that this Ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included therein.

SECTION 5. REPEALER. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

SECTION 6. EFFECTIVE DATE. This Ordinance shall become effective January 1, 2018.

ORDAINED AND ENACTED this 6th day of March, 2018.

BY TOWNSHIP OF ANNVILLE
BOARD OF COMMISSIONERS

By: 
Rex A. Moore, President

ATTEST:


Nicholas T. Yingst, Secretary

