

# ***Loyalsock Township School District***

## ***Reorganization Meeting of School Directors***

***December 4, 2024***  
***7:00 p.m.***

***Loyalsock Township School District***  
***Secondary Campus***  
***Multi-Purpose Room (D10/11)***  
***2101 Loyalsock Drive***  
***Williamsport, PA 17701***

### ***Agenda***

- 1. Call to Order – Hal C. Gee, Jr.**
- 2. Pledge of Allegiance**
- 3. Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor**  
11/13/2024 6-8:45 p.m., District Service Center (Edmonds absent) – Personnel  
11/19/2024 6:05-7:38 p.m., District Service Center (Richardson absent) – Personnel
- 4. Roll Call – Mr. M. Daniel Egly, Board Secretary**

#### **MEMBER**

\_\_\_\_\_ David Bjorkman  
\_\_\_\_\_ Charles W. Edmonds, Ed.D., Treasurer  
\_\_\_\_\_ Lynn Frey  
\_\_\_\_\_ Hal C. Gee, Jr.  
\_\_\_\_\_ Robert D. Leidhecker  
\_\_\_\_\_ JacLynne Lindsay

#### **MEMBER**

\_\_\_\_\_ Tyler B. Richardson  
\_\_\_\_\_ Melvin E. Wentzel  
\_\_\_\_\_ Michael J. Zicoello  
\_\_\_\_\_ \*Christopher Kenyon, Solicitor  
\_\_\_\_\_ \* Gerald L. McLaughlin, Superintendent  
\_\_\_\_\_ \*M. Daniel Egly, Business Mgr./Bd.Secretary  
\_\_\_\_\_(Non-Voting Member)

#### **OTHERS**

\_\_\_\_\_ Richard Cummings, High School Assistant Principal  
\_\_\_\_\_ Rachelle Ackerman, Middle School Principal  
\_\_\_\_\_ Dayne Waller, Middle School Assistant Principal  
\_\_\_\_\_ Marc Walter, Elementary Principal  
\_\_\_\_\_ Megan Renninger, Elementary Assistant Principal  
\_\_\_\_\_ Eric Gee, Director of Technology  
\_\_\_\_\_ Lisa Fisher, Supervisor of Special Education  
\_\_\_\_\_ Teri Key, Supervisor of Curriculum & Instruction  
\_\_\_\_\_ \_\_\_\_\_, *Williamsport Sun-Gazette*

- 5. Public Comments Relative to Reorganization**

**6. Reorganization**

**A. Election of Temporary President**

Nomination of \_\_\_\_\_ by \_\_\_\_\_.  
Seconded by \_\_\_\_\_.

**Roll Call Vote**

Yes:

No:

Absent:

Result:

**B. Seating of Temporary President**

**C. Presentation of List of Members to the Board**

- David Bjorkman
- Charles W. Edmonds, Ed.D.
- Lynn Frey
- Hal C. Gee, Jr.
- Robert D. Leidhecker
- JacLynne Lindsay
- Tyler B. Richardson
- Melvin E. Wentzel
- Michael J. Zicoello

**D. Election of President**

Nomination of \_\_\_\_\_ by \_\_\_\_\_.  
Seconded by \_\_\_\_\_.

**Roll Call Vote**

Yes:

No:

Absent:

Result:

**E. Resignation of Temporary President**

**F. Election of Vice President**

Nomination of \_\_\_\_\_ by \_\_\_\_\_.  
 Seconded by \_\_\_\_\_.

**Roll Call Vote**

Yes:  
 No:  
 Absent:  
 Result:

**7. Meeting Schedule**

**A. Approval of Meeting Schedule – School Board of Directors**

It is recommended the Board approve the attached meeting schedule for the Board of School Directors for January 2025 – December 2025.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Yes:  
 No:  
 Absent:  
 Result:

**8. Committees**

**A. Approval of 2025 Board Representatives**

It is recommended the Board approve the following individuals to serve as Board representatives:

	NEW
Recreation Board (2)	
Tax Review Board (2)	
Wellness Committee (1)	
Act 48 Committee (1)	
LycoCTC (1 +alt)	
The Lancer Foundation (1)	
Community-Wide Safety (2)	
PSBA Liaison (1)	
BLaST IU 17	Zicolello ( <i>previously Board approved for a term.</i> )

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Yes:  
 No:  
 Absent:  
 Result:

**9. Adjournment**

Motion:

Second:

**LOYALSOCK TOWNSHIP SCHOOL DISTRICT**  
**BOARD OF SCHOOL DIRECTORS**  
**2025 MEETING SCHEDULE**

<i>Date</i>	<i>Meeting</i>	<i>Time</i>
<i>January 15, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>January 15, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>February 5, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>February 5, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>March 5, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>March 5, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>April 2 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>April 2 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>April 2 2025</i>	<i>First Reading of Budget –Tentative</i>	<i>7:00 p.m.</i>
<i>May 7, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>May 7, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>May 7, 2025</i>	<i>Proposed Final Budget</i>	<i>7:00 p.m.</i>
<i>June 11, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>June 11, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>June 11, 2025</i>	<i>Final Budget Adoption</i>	<i>7:00 p.m.</i>
<i>July 9, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>July 9, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>August 13, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>August 13, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>September 3, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>September 3, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>October 1, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>October 1, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>November 5, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>November 5, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:00 p.m.</i>
<i>December 3, 2025</i>	<i>Admin. Report/Executive Session</i>	<i>TBA</i>
<i>December 3, 2025</i>	<i>Reorganization Meeting</i>	<i>7:00 p.m.</i>
<i>December 3, 2025</i>	<i>SCHOOL BOARD MEETING</i>	<i>7:05 p.m.</i>

***All meetings will be held at the***

***Loyalsock Township School District, Secondary Campus, Multi-Purpose Room (D10/11), 2101 Loyalsock Drive, Williamsport, PA 17701, unless otherwise noted.***







**E. Assistant Superintendent – Job Description**

It is recommended (Board) the Board approve the attached job description for the position of Assistant Superintendent.

Motion: Second:  
Yes:  
No:  
Absent:  
Result:

**F. Assistant Superintendent – Appointment**

It is recommended (Board) the Board appoint Brooke Beiter, Ph.D., as Assistant Superintendent pursuant to the terms of the attached agreement at a prorated salary of \$130,000.00 for the 2024-2025 school year. Dr. Beiter's effective date will be determined by release of current employer and receipt of pending documentation.

Motion: Second:  
**ROLL CALL**  
Yes:  
No:  
Absent:  
Result:

**G. Appointment of Fall Athletic Personnel – Final**

It is recommended (Athletic Director) the Board approve the attached list of fall athletic personnel (pending documentation) for the 2024-2025 sports season.

Motion: Second:  
Yes:  
No:  
Absent:  
Result:

**H. Appointment of Winter Athletic Personnel – Revised**

It is recommended (Athletic Director) the Board approve the attached list of winter athletic personnel (pending documentation) for the 2024-2025 sports season.

Motion: Second:  
Yes:  
No:  
Absent:  
Result:



**C. Act 1 - Resolution**

It is recommended (Business Manager) the Board adopt the attached Resolution electing not to increase its tax rate above the index for the 2025-2026 school year.

Motion: Second:

**ROLL CALL**

Yes:

No:

Absent:

Result:

**8. Information/Discussion Items**

**A. Board Comments/Reports**

- Community Wide Safety Committee – Mr. Bjorkman
- Recreation Board – Mr. Leidhecker & Mr. Zicolello
- Wellness Committee – Mr. Bjorkman
- IU 17 – Mr. Zicolello
- Act 48 Committee – Mr. Wentzel
- LycoCTC – Mrs. Frey
- The Lancer Foundation – Dr. Edmonds

**B. Administrative Reports/Discussion**

**9. Public Comments & Responses to Public Comments at Previous Meeting**

**10. Upcoming Board Meeting – *See Reorganization Meeting Schedule***

**11. Adjournment**

Motion:

Second:

# *Loyalsock Township School District*

## *Special Meeting of School Directors*

*October 16, 2024*

*6:20 p.m.*

*Board Conference Room*

*1605 Four Mile Drive*

*Williamsport, PA 17701*

### ***MINUTES***

1. **Call to Order – President**
2. **Pledge of Allegiance**
3. **Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor**  
6-6:20 p.m. - Personnel
4. **Roll Call – Mr. Gerald L. McLaughlin**

#### **MEMBER**

  x David Bjorkman  
  x Charles W. Edmonds, Ed.D., Treasurer  
  x Lynn Frey, Vice President  
  x Hal C. Gee, Jr., President  
  x Robert D. Leidhecker  
  x JacLynne Lindsay

#### **MEMBER**

  x Tyler B. Richardson  
  x Melvin E. Wentzel  
  x Michael J. Zicoello  
  x \*Christopher Kenyon, Solicitor  
  x \*Gerald L. McLaughlin, Superintendent  
  ab \*M. Daniel Egly, Business Mgr./Bd.Secretary  
\*(Non-Voting Member)

#### **OTHERS**

  x Eric Gee, Director of Technology  
  x Teri Key, Supervisor of Curriculum & Instruction

5.
  - A. **Recognition of Guests or Scheduled Speakers/Public Comments**
  - B. **Public Comments Relative to Agenda Items**
    - Martin Forsburg – Tablets; Title IX Policies
    - Joseph Baker – Title IX Policies
6. **Personnel**
  - A. **Separation Agreement**

It is recommended the Board approve the attached Separation Agreement for Employee 20100826-2024.

President Gee announced that this item is tabled.

**7. Discussion Items**

Policy Review –

After discussion and review, the Board decided the following policies do not need revised at this time:

- Policy 103 – Discrimination/Harassment Affecting Students
- Policy 103.1 – Nondiscrimination Qualified Students with Disabilities
- Policy 104 – Discrimination/Harassment Affecting Staff

It was noted that the Board discussed the following policies:

- Policy 113.1 – Discipline of Students with Disabilities ?????
- Policy 113.2 – Behavior Support – Proceed with PSBA recommended policy.
- Policy 202 – Eligibility of Nonresident Students
- Policy 218 – Student Discipline
- Policy 218.1 – Weapons
- Policy 218.2 – Terroristic Threats

After discussing Policies 113.1-218.2, Mr. Zicolello commented that all of the PSBA proposed changes in bold were not the same from our current policies. Mr. McLaughlin commented that this was due to the fact that previous Board may not have revised all the PSBA recommended changes. It was decided that the Board would prefer a comparison of current and PSBA proposed policies.

Due to the above, the following policies were not discussed:

- Policy 234 – Pregnant/Parenting/Married Students
- Policy 247 – Hazing
- Policy 249 – Bullying/Cyberbullying
- Policy 252 – Dating Violence
- Policy 254 – Educational Opportunity for Military Children
- Policy 317.1– Educator Misconduct
- Policy 801 – Public Records
- Policy 803 – School Calendar
- Policy 805 – Emergency Preparedness & Response
- Policy 805.1 – Relations with Law Enforcement Agencies (NEW)
- Policy 806 – Child Abuse
- Policy 807 – Opening Exercise/Moment of Silence/Flag Displays
- Policy 824 – Maintaining Professional Adult/Student Boundaries
- Policy 904 – Public Attendance at School Events
- Policy 909 – Municipal Government Relations

**8. Public Comments - None**

**9. Upcoming Board Meeting – October 30, 2024 Special Meeting**

**10. Adjournment @ 7:24 p.m.**

Motion: Mrs. Frey  
Second: Mrs. Lindsay

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Gerald L. McLaughlin/M. Daniel Egly

# *Loyalsock Township School District*

## *Special Meeting of School Directors*

*October 30, 2024*

*6:02 p.m.*

*Board Conference Room*

*1605 Four Mile Drive*

*Williamsport, PA 17701*

### ***MINUTES***

1. **Call to Order – President**
2. **Pledge of Allegiance**
3. **Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor**  
5:50-6:00 p.m. & 7:49-8:20 p.m. – Personnel
4. **Roll Call – Mr. M. Daniel Egly, Board Secretary**

#### **MEMBER**

x David Bjorkman  
x Charles W. Edmonds, Ed.D., Treasurer  
ab Lynn Frey, Vice President  
x Hal C. Gee, Jr., President  
ab Robert D. Leidhecker  
x JacLynne Lindsay  
Absent-Frey, Leidhecker, Richardson; Personal

#### **MEMBER**

ab Tyler B. Richardson  
x Melvin E. Wentzel  
x Michael J. Zicoello  
x \*Christopher Kenyon, Solicitor  
x \*Gerald L. McLaughlin, Superintendent  
x \*M. Daniel Egly, Business Mgr./Bd.Secretary  
\*(Non-Voting Member)

#### **OTHERS**

x Richard Cummings, High School Assistant Principal  
x Rachelle Ackerman, Middle School Principal  
x Dayne Waller, Middle School Assistant Principal  
x Marc Walter, Elementary Principal  
x Megan Renninger, Elementary Assistant Principal  
x Eric Gee, Director of Technology  
x Lisa Fisher, Supervisor of Special Education  
x Teri Key, Supervisor of Curriculum & Instruction

5.
  - A. **Recognition of Guests or Scheduled Speakers/Public Comments**
    - Safety Update
  - B. **Presentations/Discussion Items**
    - Building & District Goals
    - Comprehensive Plan
  - C. **Public Comments Relative to Agenda Items** – None



# Loyalsock Township School District

## Meeting of School Directors

November 6, 2024

7:02 p.m.

Loyalsock Township School District  
Secondary Campus  
Multi-Purpose Room (D10/11)  
2101 Loyalsock Drive  
Williamsport, PA 17701

## MINUTES

1. **Call to Order – President**
2. **Pledge of Allegiance**
3. **Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor**  
6:03-6:58 p.m. Personnel; Contracts (arrival Zicoello 6:05 p.m.)
4. **Roll Call – Mr. M. Daniel Egly, Board Secretary**

### MEMBER

  x David Bjorkman  
  x Charles W. Edmonds, Ed.D., Treasurer  
  x Lynn Frey, Vice President  
  x Hal C. Gee, Jr., President  
  x Robert D. Leidhecker  
  x JacLynne Lindsay

### MEMBER

  x Tyler B. Richardson  
  x Melvin E. Wentzel  
  x Michael J. Zicoello  
  x \*Christopher Kenyon, Solicitor  
  x \*Gerald L. McLaughlin, Superintendent  
  x \*M. Daniel Egly, Business Mgr./Bd.Secretary  
\*(Non-Voting Member)

### OTHERS

  x Richard Cummings, High School Assistant Principal  
  x Rachelle Ackerman, Middle School Principal  
  ab Dayne Waller, Middle School Assistant Principal  
  x Marc Walter, Elementary Principal  
  x Megan Renninger, Elementary Assistant Principal  
  x Eric Gee, Director of Technology  
  ab Lisa Fisher, Supervisor of Special Education  
  x Teri Key, Supervisor of Curriculum & Instruction  
     Matthew Courter, *Williamsport Sun-Gazette*

5. **A. Recognition of Guests or Scheduled Speakers/Public Comments – None**
- B. Public Comments Relative to Agenda Items – None**





**F. LTESPA Personnel**

It is recommended the Board approve the following individuals:

- (Business Manager) Michael Maher; full-time maintenance employee; effective November 4, 2024. Mr. Maher will receive an hourly rate of \$17.00.
- (Business Manager) Jacob Maronski; full-time custodial employee; effective October 14, 2024. Mr. Maronski will receive an hourly rate of \$15.00.
- (Elementary Principal) Elvia Maher; part-time paraprofessional; effective October 9, 2024. Mrs. Maher will receive an hourly rate of \$15.00.

Motion: Mr. Bjorkman

Second: Mr. Wentzel

Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

**G. Termination of Employee**

It is recommended (Business Manager) the Board terminate (discharge without recourse) Nathan Steele as a full-time maintenance employee effective October 30, 2024. *Mr. Steele was a probationary employee.*

Motion: Mrs. Lindsay

Second: Mr. Bjorkman

Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

**H. Food Service Personnel**

It is recommended (Business Manager) the Board approve the following individual:

- Vicki Killian; substitute food service employee; effective November 4, 2024. Ms. Killian will receive an hourly rate of \$15.50.

Motion: Dr. Edmonds

Second: Mr. Wentzel

Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried



**9. Information/Discussion Items**

**A. Board Comments/Reports**

- Community Wide Safety Committee – Mr. Bjorkman
- Recreation Board – Mr. Leidhecker & Mr. Zicoello
- Wellness Committee – Mr. Bjorkman
- IU 17 – Mr. Zicoello
- Act 48 Committee – Mr. Wentzel
- LycoCTC – Mrs. Frey
- The Lancer Foundation – Dr. Edmonds

**B. Administrative Reports/Discussion**

**10. Public Comments & Responses to Public Comments at Previous Meeting – None**

**11. Upcoming Board Meeting – December 4, 2024 Reorganization & School Board**

**12. Adjournment @ 7:30 p.m.**

Motion: Dr. Edmonds  
Second: Mrs. Lindsay

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M. Daniel Egly

**LOYALSOCK TOWNSHIP SCHOOL DISTRICT  
BOARD OF DIRECTORS**

**RESOLUTION**

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the “Taxpayer Relief Act” (hereinafter “Act 1”);

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the **Loyalsock Township School District** index for the 2025-2026 fiscal year is **5.1%**;

WHEREAS, the **Loyalsock Township School District** Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the **Loyalsock Township School District** for the 2025-2026 fiscal year by more than its index.

AND NOW, on this 4<sup>th</sup> day of December, 2024, it is hereby RESOLVED by the **Loyalsock Township School District** (hereinafter “District”) Board of Directors (hereinafter “Board”) the following:

1. The Board certifies that it will not increase any school district tax for the 2025-2026 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2025-2026 fiscal year.
4. The Administration of the District will submit the District’s information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2025-2026 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
  - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
  - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
  - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

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M. Daniel Egly  
Business Manager, Board Secretary

**INDEPENDENT CONTRACTOR AGREEMENT FOR  
COLLECTION OF TAXES**

**THIS AGREEMENT** is made this \_\_\_ day of \_\_\_\_\_, 202\_\_, by and between **LOYALSOCK TOWNSHIP SCHOOL DISTRICT**, A Pennsylvania political subdivision having its principal place of business at 1605 Four Mile Drive, Williamsport, Pennsylvania (hereinafter called "District"), **LOYALSOCK TOWNSHIP**, a Pennsylvania political subdivision having its principal place of business at 2501 East Third Street, Williamsport, Pennsylvania (hereinafter called "Township"), and **DOROTHY R. WHITE MERTZ**, an individual having her principal place of business at 2132 Northway Road, Williamsport, Pennsylvania (hereinafter called "Contractor").

**WHEREAS**, the Board of Directors of the District has duly passed resolutions levying and assessing a business privilege tax (hereinafter referred to as "BPT"); and

**WHEREAS**, the Board of Supervisors of the Township has duly passed ordinances levying and assessing a BPT; and

**WHEREAS**, Contractor is the elected tax collector for real estate taxes in Loyalsock Township for both the District and the Township, having special knowledge, skill and competency in her field relative to the needs of District's and Township's taxpayers; and

**WHEREAS**, the District, Township and Contractor desire to enter into an association whereby Contractor will provide services to District and Township.

**NOW, THEREFORE**, the District, Township and Contractor agree as follows:

1. ***Contractor's Duties.*** Contractor will perform the following duties:
  - a. Maintain and equip an office within Loyalsock Township which will have office hours adequate to meet the needs of the District, Township and taxpayers for processing and collection of the BPT. The office shall be equipped with a separate telephone line with informational message regarding taxes being collected under this Agreement.
  - b. Collect and record payments from taxpayers, deposit funds into a tax collector account within three business days of receipt and disburse funds to the District and Township by the 10<sup>th</sup> of the month.
  - c. Settle accounts (i.e., provide a written report to the taxing body regarding money collected and accounts for which no money was collected) no later than June 30 of the year in which a return was due to BPT.

- d. Mail business license renewal forms, business tax forms by the first week of January each year.
  - e. Examine BPT returns that are filed and issue assessments, bills or notices, as appropriate, for taxpayers who file returns without the proper amount of payment or who fail to file returns when required.
  - f. Coordinate with District and Township officials to maximize awareness of newly established businesses and require licensing and filing of returns for those businesses.
  - g. Maintain copies of all ordinances, resolutions and regulations relating to all taxes and provide copies of them as requested by taxpayers and maintain current knowledge of the ordinances, resolutions and regulations, as they may be amended from time to time.
  - h. Conduct audits of taxpayers who have failed to respond or for whom the filings made show a likelihood of discrepancy between taxes owed and taxes paid. Also, to conduct audits for other reasons as may be requested by the District or Township.
  - i. Participate in all required training to act as a tax collector in the Commonwealth of Pennsylvania to maintain current knowledge of laws relating to tax collection.
2. ***Term and Termination.*** This Agreement shall be in effect for the period beginning January 1, 2026, and ending December 31, 2029. In the event of a default, this Agreement may be terminated by the party not in default with 30 days' written notice to the party in default. Termination by either party shall not affect the Contractor's right to fees for services performed prior to termination.
3. ***Compensation.***
- a. District and Township together shall pay Contractor the amounts set forth herein per year for performing the services described in this Agreement. Payments shall be made by District in monthly installments. Contractor shall be paid additional compensation only as specifically set forth elsewhere in this Agreement or as otherwise agreed in writing by the parties.

b. For the term of this Agreement, Contractor shall be paid as follows:

1/1/26 – 12/31/26	\$64,776
1/1/27 – 12/31/27	\$66,072
1/1/28 – 12/31/28	\$67,393
1/1/29 – 12/31/29	\$68,740

c. Audits will be billed and Contractor paid at a per hour rate, which fee shall be all inclusive, i.e., there shall be no separate or additional billing or payment for mileage or expenses. The annual hourly rates are as follows:

2026-2029	\$40/hr
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4. **Overhead.** Contractor will be responsible for all overhead expenses. Therefore, Contractor is responsible for paying any employees hired by Contractor, and the cost of all insurance, including workers' compensation and liability insurance, and the cost of office space and equipment, as well as any other costs of performing this Agreement.

5. **Insurance and Bonding.** Contractor shall be responsible for maintaining, at her own expense, liability insurance with coverage of at least \$500,000 for personal injuries and property damage per occurrence, which insurance will cover the District and Township, as well as the Contract, and such fidelity or other bonds as are required by law. Contractor shall provide the District and Township with certificates evidencing this insurance coverage and the existence of the appropriate bonds, and agrees to notify the District and Township at least thirty (30) days in advance of any cancellation or modification of any insurance coverage or bond. The District or Township shall have the right to terminate this Agreement immediately upon verification that the insurance or bond coverage required by this Section 5 is not being maintained by Contractor.

6. **Relationship Between Parties.**

a. It is the intent of the parties that Contractor shall be considered an Independent Contractor with respect to the District and Township under this Agreement. The parties acknowledge that Contractor shall not be under the apparent or actual direction or control of the District or Township and that the manner by which the undertakings in this Agreement are performed shall be solely within Contractor's discretion.

b. District and Township shall have no duty to withhold income taxes or pay Social Security or unemployment taxes on behalf of the Contractor. The Contractor shall not be entitled to any salary or other compensation from the District or Township or to any employee benefits provided by the District, including, but not

limited to, disability, life insurance, pension benefits, sick, holiday or vacation pay. The Contractor agrees to indemnify the District and Township for, and hold it harmless from, any liability related to any requirement for withholding income taxes or paying Social Security or unemployment taxes for the Contractor.

7. **Replacement Training.** Contractor will make a good faith effort to provide six months prior notice of Contractor's intention to cease tax collection services at the end of this Agreement. In that event, or in the event of earlier termination, Contractor agrees to provide training to a replacement for a reasonable period of time at a compensation agreed to by the parties.
8. **Entire Agreement.** This Agreement contains the entire understanding between the parties on this subject, and there are no agreements or covenants between them not set forth here on this subject. All prior negotiations, agreements and understandings are superseded by this Agreement. This Agreement may not be amended or revised except by a writing signed by both parties.
9. **Choice of Law/Choice of Forum.** This Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania. Any suit arising from this Agreement must be brought in the Court of Common Pleas of Lycoming County, Pennsylvania.

Intending to be legally bound, the parties have entered this Agreement on the date first written above.

ATTEST:

LOYALSOCK TOWNSHIP  
SCHOOL DISTRICT

\_\_\_\_\_

By: \_\_\_\_\_

ATTEST:

TOWNSHIP OF LOYALSOCK

\_\_\_\_\_

By: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

By: \_\_\_\_\_

Dorothy White Mertz