

**BOROUGH OF NESQUEHONING**

**Ordinance No. 2021-8**

**ORDINANCE APPROVING COLLECTION PROCEDURES,  
APPOINTMENT OF SOLICITOR, INTEREST ASSESSMENT,  
CREDIT CARD AND DEBIT CARD CHARGES, AND FEES  
AND COSTS TO BE ADDED TO THE AMOUNT  
COLLECTED AS PART OF UNPAID REAL ESTATE TAXES  
FOR DELINQUENT ACCOUNTS**

WHEREAS, to be fair to all taxpayers and other residents of the Borough of Nesquehoning (the "Borough"), it is necessary for the Borough to recover promptly unpaid, delinquent real estate tax accounts (collectively, the "Unpaid Taxes"), if necessary, by legal proceedings; and

WHEREAS, the Municipal Claims and Tax Liens Act, 53 P.S. § 7101, *et seq.*, as amended (the "Act"), authorizes the addition of attorney fees, charges, costs, expenses, commissions and fees to the total payable with respect to the Unpaid Taxes, but only if the municipality involved has approved by ordinance a schedule of such fees; and

WHEREAS, the Borough has determined that it is in the best interest of all taxpayers and other residents to have vigorous enforcement of all Unpaid Taxes and other unpaid charges, utilizing the procedures set forth in the Act, except in cases of serious hardship, which the Borough will address on a case-by-case basis pursuant to uniform policies; and

WHEREAS, the Borough has reviewed the subject of interest and attorney fees for collection matters, and has determined that the fees set forth in this Ordinance are reasonable in amount for the services herein described.

NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED BY THE BOROUGH AS FOLLOWS:

**1. Fees to be Added to the Unpaid Taxes.** The Borough hereby approves the following fee schedule for the collection of the Unpaid Taxes, which fees shall be added to the Unpaid Taxes:

(a) Legal Fees.

Initial review and sending first legal demand letter	\$175.00
File Lien and prepare Satisfaction	\$250.00
Prepare Writ of Scire Facias	\$250.00
Prepare and mail letter under Pa. R.C.P. 237.1	\$ 50.00

Prepare Default Judgment	\$175.00
Research, prepare and obtain Re-issued Writ	\$175.00
Prepare Praecipe to Amend	\$100.00
Prepare Motion to Amend	\$150.00
Present Motion to Amend	\$ 50.00
Obtain vehicle identification number (VIN) for mobile home	\$100.00
Prepare Motion for Alternate Service	\$250.00
Present Motion for Alternate Service	\$ 50.00
Prepare Motion to Consolidate Claims	\$250.00
Present Motion to Consolidate Claims	\$ 50.00
Prepare Motion to Add United States as Defendant	\$175.00
Present Motion to Add United States as Defendant	\$ 50.00
Prepare Writ of Execution	\$800.00
Attendance at sale; review schedule of distribution and resolve distribution issues	\$400.00
Prepare Motion to Continue Sheriff Sale	\$ 50.00
Present Motion to Continue Sheriff Sale	\$ 50.00
Prepare Petition for Free and Clear Sale	\$400.00
Present Petition for Free and Clear Sale	\$ 50.00
Services not covered above	At an hourly rate between \$75.00-\$275.00 per hour

(b) Collection Fees.

Notice of delinquent claim and fee shifting	\$ 40.00 per notice, plus applicable postage
Bookkeeping fee for payment plan of 3 months or less	\$ 25.00
Bookkeeping fee for payment plan of more than 3 months	\$ 50.00
Handling fee for returned check	\$ 25.00

**2. Costs to be Added to the Unpaid Taxes.** In addition to the fees set forth in Section 1 above, the reasonable and necessary out-of-pocket charges, costs, expenses, commissions and fees incurred in the collection of the Unpaid Taxes, including, but not limited to, postage, title searches, VIN searches, prothonotary fees and charges, and sheriff fees and charges, shall be added to the Unpaid Taxes.

**3. Credit Card and Debit Card Charges.** The Borough authorizes any attorney or private collector collecting the Unpaid Taxes to accept payment of the Unpaid Taxes by credit card or debit card. When payment is made by credit card or debit card, any fees charged by the credit card company, debit card company, credit card servicing agent, or debit card servicing agent shall be charged immediately to the credit card or debit card used to make payment. This applies to credit card or debit card payments made by mail, telephone, over the internet, or in person.

**4. Interest.** Interest will be assessed upon the Unpaid Taxes at a rate of 10% per annum and added to the Unpaid Taxes.

**5. Collection Procedures.** The following collection procedures are hereby established in accordance with the Act:

(a) At least thirty (30) days prior to assessing or imposing attorney fees in connection with the collection of an Unpaid Tax account, the Borough or its designee shall mail or cause to be mailed, by certified mail, return receipt requested, a notice of such intention to the property owner or other entity liable for the account (collectively, the "Property Owner").

(b) If the certified mail notice is undelivered, then, at least ten (10) days prior to assessing or imposing such attorney fees, the Borough or its designee shall mail or cause to be mailed, by first class mail, a second notice to the Property Owner.

(c) All notices required by this Ordinance shall be mailed to the Property Owner's last known post office address as recorded in the records or other information of the Borough or such other address obtained by the Borough from the county tax assessment office.

(d) Each notice as described above shall include the following:

(i) The type of tax or other charge, the year that it became due and the amount owed, including penalty and interest;

(ii) A statement of the Borough's intent to impose or assess attorney fees no earlier than thirty (30) days after receipt of the first notice, or no earlier than ten (10) days after receipt of the second notice;

(iii) The manner in which the imposition or assessment of attorney fees may be avoided by payment of the account; and

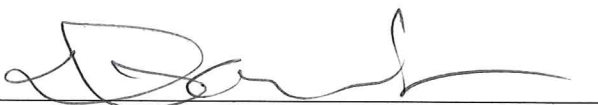
(iv) The place of payment for accounts and the name and telephone number of the Borough's representative designated as responsible for collection matters.

**6. Related Action.** The proper officials of the Borough are hereby authorized and empowered to take such additional action as they may deem necessary or appropriate to implement this Ordinance.

**7. Appointment of Solicitor.** The Borough appoints Michelle R. Portnoff, Esquire, as Solicitor for the limited purpose of collecting the Unpaid Taxes and hereby authorizes her, and all attorneys employed by Portnoff Law Associates, Ltd., to sign any and all documents, including municipal claims and liens related to the collection of the Unpaid Taxes, on behalf of the Borough.

DULY ORDAINED AND ENACTED BY THE BOROUGH OF NESQUEHONING ON  
October 27, 2021.

**BOROUGH OF NESQUEHONING**



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[Borough Seal]

Attest:

  
Secretary